TOR VERGATA
UNIVERSITY OF ROME

Student Guide

A.Y. 2020/2021

Academic Year 2020-2021



The data contained in this guide was updated on 28th July 2020

Please check studenti.uniroma2.it/**for any subsequent updates**

Language

This English version of the Student Guidebook is made only for information purposes.

For resolving any dispute and for all legal purposes, only the Italian version is valid.

Edited by Department I - Didactic and Student Services

Cover Image:

"MyCamp", the mascot of Orientation activities of the Tor Vergata University of Rome

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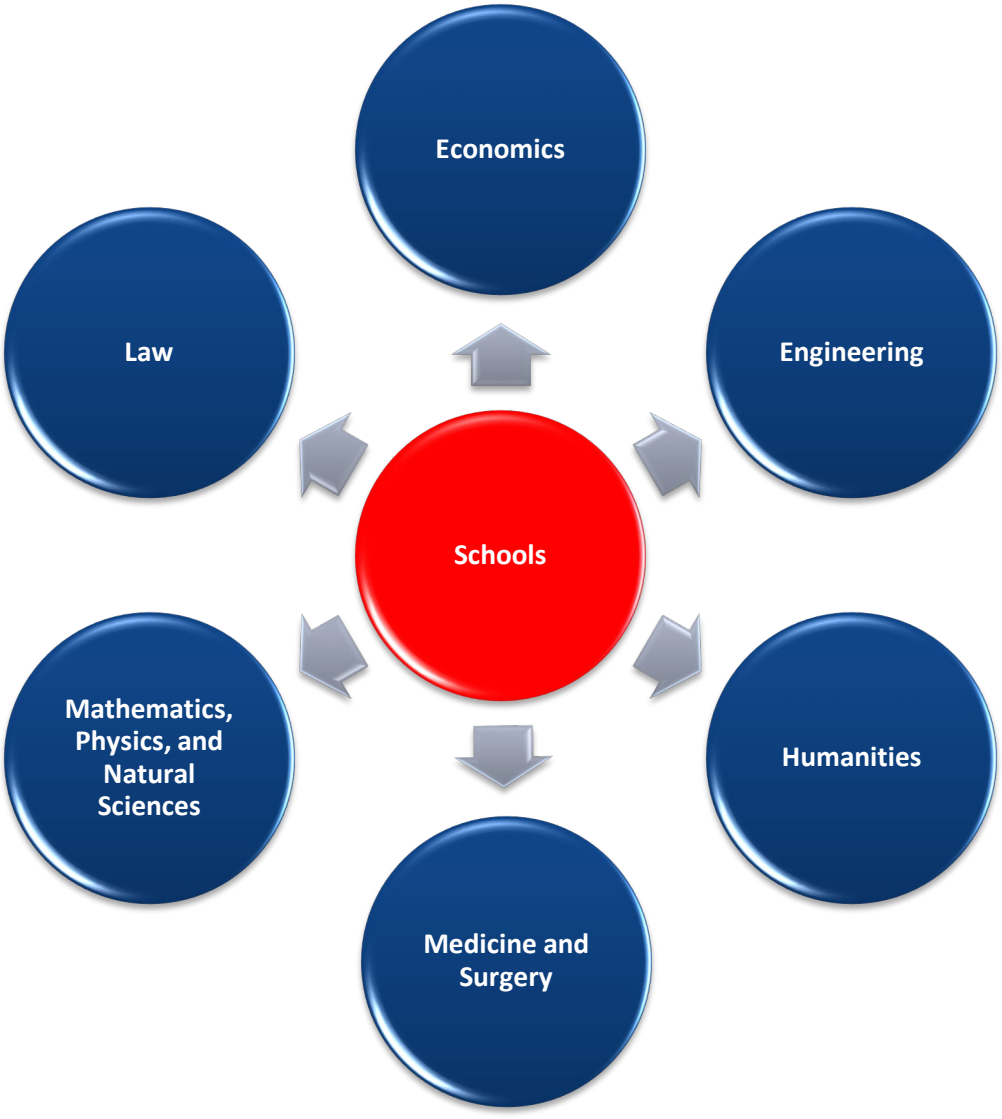
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Chapter 1 - Studying at Tor Vergata

1.1 - Academic courses

The Tor Vergata University of Rome offers a wide range of academic courses. The section containing the academic courses offered on the university portal, at www.uniroma2.it provides you with the full list of the bachelor, master and one-cycle master's degree courses at your disposal.

Take a look at the chart and click on your macro-area. In this way, you will be linked to the academic course web page. Our schools include Economics, Engineering, Humanities, Law, Medicine and Surgery, and Mathematical, Physical and Natural Sciences.



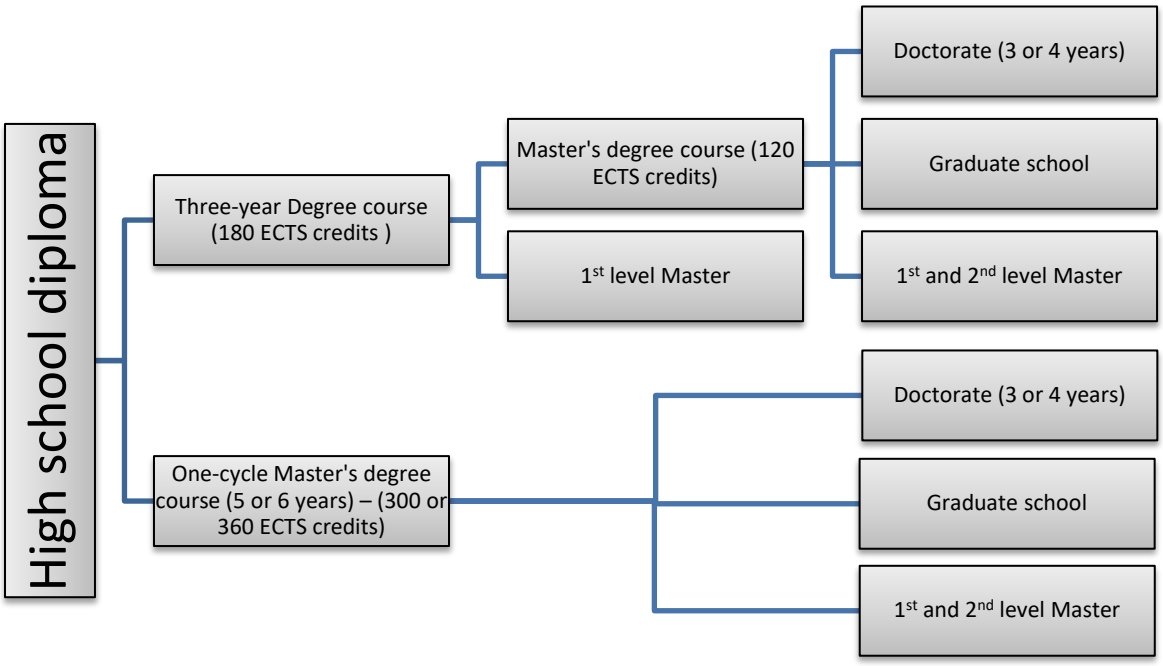
1.2 - What you need to know

1.2.1 - Minimum entry requirements

In order to participate in a Bachelor or Master's degree course, one of the following qualifications is required:

- Five-year high school diploma;
- **Four-year high school diploma** together with an additional year;
- **Four-year high school diploma** with no additional year[1] (following approval by the degree course committee)

1.2.2 - Organization of studies



[1] It is possible for students to enrol with a four-year high school diploma. However, they shall be evaluated by the degree course committee, in order to identify, in addition to the specific entry certification, any additional academic requirements.

Chapter 2 - Campus Information Services

The campus has numerous information services offering general advice as well as specific information regarding individual macro-areas.

2.1 - General information services

Public Relations Office (URP)

Address	50, via Cracovia– 00133, Rome
Opening hours	Monday to Friday from 9am to 1pm Tuesday and Thursday from 2pm to 4pm
e-mail	relazioni.pubblico@uniroma2.it
Website	http://urp.uniroma2.it
"Call Tor Vergata"	
Telephone number	**+ 39 06 72503099**
Opening hours	Call from Monday to Thursday from 9am to 1pm and from 2pm to 5pm Friday from 9am to 1pm

"Alternanza scuola/lavoro" (ASL), welcoming, mentoring

Address	50, via Cracovia – 00133, Rome
Telephone number	+ 39 06 72592701 - + 39 06 72592099 - + 39 06 72592536
e-mail	scuola-lavoro@orientamento.uniroma2.it
Website	https://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/ORA/section_parent/6327

Guidance and Mentoring services

Address	50, via Cracovia– 00133, Rome
Telephone number	+ 39 06 72593622
e-mail	info@orientamento.uniroma2.it
Website	https://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/ORA/section_parent/5083

Welcome Office

Address	50, via Cracovia - 00133, Rome (first floor - block C)
Telephone number	+ 39 06 72592817
e-mail	welcome@uniroma2.it

Foreign Student Secretarial Office

Address	50, via Cracovia– 00133, Rome
Telephone number	+39 06 72592566 - +39 06 72592022 - +39 06 72592567
Opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
e-mail	international.students@uniroma2.it

Erasmus+

Address	50, via Cracovia– 00133, Rome
Telephone number	+ 39 06 72592555 - + 39 06 72592062
	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
e-mail	erasmus.ateneo@uniroma2.it
Website	https://mobint.uniroma2.it/

University Committee for the Inclusion of Students with Disabilities and Specific Learning Disorders - SLD (CARIS)

Address	Macro-area of Engineering: 1, via del Politecnico – 00133, Rome (ground floor - room 11)
Telephone number	+ 39 06 72594783 - + 39 06 2022876
Office opening hours	Monday, Wednesday, Friday from 9am to 12pm Wednesday from 2pm to 4pm
e-mail	segreteria@caris.uniroma2.it
Website	http://caris.uniroma2.it

Master Secretarial Office

Address	2, Via Columbia - 00133 Rome (ground floor - block B)
Office opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
Telephone number	+ 39 06 72592003
e-mail	segreteriamaster@uniroma2.it

Graduate Schools Secretarial Office – Healthcare Area

Address	1, via Montpellier– 00133, Rome (first floor, Block D)
Telephone number	+39 06 72596966
Office opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm

CLA (University Language Centre)

Address	341, via di Passolombardo – 00133, Rome
Opening hours	Monday and Tuesday from 10am to 12am
Telephone number	+39 06 725991026
Opening hours	Call on Monday and Thursday from 10am to 12am and from 2pm to 3pm Friday from 10am to 11 am
e-mail	segreteria@cla.uniroma2.it
Website	http://cla.uniroma2.it

2.2 – Student area secretarial offices

Economics

Address	2, via Columbia – 00133, Rome (ground floor, Block B)
Telephone number	+39 06 72595839 - +39 06 72595841 - +39 06 72595836
Opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
e-mail	segreteria-studenti@economia.uniroma2.it

Law

Address	2, via Columbia – 00133, Rome (ground floor, Block B)
Telephone number	+ 39 06 72595845 - + 39 06 72595849 + 39 06 72595846 - 39 06 72595848
Opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
e-mail	segreteria-studenti@juris.uniroma2.it

Engineering

Address	1, via del Politecnico– 00133, Rome (ground floor, teaching block)
Telephone number	+ 39 06 72597599 - + 39 06 72597253 - + 39 06 72597598
Opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
e-mail	segreteria-studenti@ing.uniroma2.it

Humanities

Address	1, via Columbia– 00133, Rome (ground floor, block A)
Telephone number	+ 39 06 7259 5237 - + 39 06 72595200 - + 39 06 72595232
Opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 3pm to 5pm
e-mail	segreteria-studenti@lettere.uniroma2.it

Medicine and Surgery - Medical Area

Address	1, via Montpellier– 00133, Rome (ground floor)
Telephone number	+ 39 06 72596964 - + 39 06 72596013 - + 39 06 72596043 - + 39 06 72596045
Opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
e-mail	segr-studenti-medicina@med.uniroma2.it

Medicine and Surgery - Dentistry and Dental Prostheses

Address	1, via Montpellier– 00133, Rome (second floor)
Telephone number	+ 39 06 72596034
Opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
e-mail	segr-studenti-odonto@med.uniroma2.it

Medicine and Surgery - Healthcare

Address	1, via Montpellier– 00133, Rome (ground floor)
Telephone number	+ 39 06 72596965 - + 39 06 72596967 - + 39 06 72596049 - + 39 06 72596057
Opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 14:00 to 16:00
e-mail	segr-studenti-sanitarie@med.uniroma2.it

Mathematics, Physics, and Natural Sciences

Address	1, via della Ricerca Scientifica – 00133, Rome (ground floor, Sogene Block)
Telephone number	+ 39 0672594832 - + 39 0672594092 - + 39 0672594093 - + 39 0672594830
Opening hours	Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm
e-mail	segreteria-studenti@scienze.uniroma2.it

Chapter 3 – Preliminary Enrollment Procedure

Degree study programs are divided into:

- courses for a limited number of students, which require an "**admission test**" (programmed access);
- three-year undergraduate courses for an unlimited number of students (an "**assessment test**" is required in order to test the student's general knowledge);
- master's degree courses for an unlimited number of students (a "**verification of your curricular requirements**" and of the student's general academic background is mandatory);
- study courses taught in English with a pre-course evaluation of applications following specific procedures.

Payment of a fee is required in order to participate in the selection process to access university courses.

a. Students with an officially-registered disability equal to or higher than 66% or with any disability in accordance with art. 3, paragraphs 1 and 3, law no. 104 dated 5th February 1992 and
b. students who have graduated at this university with a final grade of 110/110 and who would like to enroll in a master's degree

are exempt from the payment of the above-mentioned fees.

3.1 - How to participate in the "admission test"

To enroll in a **study program for a limited number of students** at national or local level, students have to register for, take, and **pass the admission test**.

INSTRUCTIONS ON HOW TO PARTICIPATE IN THE ADMISSION TESTS

a. Connect to the Delphi Online Services website: https://delphi.uniroma2.it/totem/jsp/index.js?language=EN
b. Select Student Section, Key 1>Enrollment in the admission tests.
c. Fill in the application form concerning the admission test. A form and a payment slip with a CTRL code will then be provided.
d. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available in the following website: studenti.uniroma2.it/pagamento/
e. Link again to the Delphi Online Services website and validate your payment by tapping "Convalida PagoPA" within 24 hours from the payment time.

Online payment validation is mandatory in order to participate in the admission test.

3.2 - How to enroll in "Assessment Tests"

An **assessment test** is mandatory even if a student wants to enroll in a **bachelor's degree course designed for an unlimited number of students**, in order to verify the student's general background knowledge.

INSTRUCTIONS FOR ASSESSMENT TESTS

a. Connect to the Delphi Online Services website: https://delphi.uniroma2.it/totem/jsp/index.js?language=EN
b. Select Student Section, Key 1>Enrollment in the assessment tests.
c. Fill in the application form concerning the admission test. A form and a payment slip with a CTRL code will then be provided.
d. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available in the following website: studenti.uniroma2.it/pagamento/
e. Link again to the Delphi Online Services website and validate your payment by tapping "Convalida PagoPA" within 24 hours from the payment time.
f. Students whose payment document is **equal to zero** are also required to validate the payment.

Online payment validation is mandatory in order to participate in the assessment tests.

3.3 - How to request a "verification of the curricular requirements"

If a student wants to enroll in a **master's degree course designed for an unlimited number of students**, a verification of the curriculum requirements and the personal background is requested before registration; it is also necessary to participate in an interview as far as it is required by the concerned macro-area.

INSTRUCTIONS ON THE VERIFICATION OF CURRICULAR REQUIREMENTS

Connect to the Delphi Services website: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN

a. Select Student Section, Key 1> Application for Verification of Curricular Requirements.
b. Fill in the application form concerning the admission test. A form and a payment slip with a CTRL code will then be provided.
c. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available in the following website: studenti.uniroma2.it/pagamento/
d. Link again to the Delphi Online Services website and validate your payment by tapping "Convalida PagoPA" within 24 hours from the payment time.

Online payment validation is indispensable in order to obtain the verification of the curricular requirements.
The **application to get verification of your curricular requirements** will be transmitted online to the teaching office of the course you have applied for and will be evaluated.
Once the application submission deadline has expired, the Course Committee (Consiglio di Corso) will meet to evaluate the student's curricular requirements and decide whether or not to allow the student to enroll in the degree course in accordance with the procedure described in "Chapter 4 – Enrollment".

3.4 - Specific procedures concerning the preliminary assessment of applications at courses taught in English[2]

As far as the courses taught in English are concerned, which require a preliminary evaluation of applications but no admission test, the following procedures are mandatory.

Foreign/international students whose academic qualification was obtained abroad

Foreign candidates legally residing in Italy and those who are resident abroad awaiting the start of preliminary registration procedures at the Italian Diplomatic Institutions in their country of origin may contact the university, by providing a copy of their academic qualifications in order to request a preliminary assessment of their curriculum. The university will then be able to inform applicants regarding possible admission together with any academic exams that shall be passed in order to be enrolled; alternatively, the university shall recommend the enrollment in another study course deemed as more appropriate.

INSTRUCTIONS ON PRELIMINARY ASSESSMENT

a. Connect to the Delphi Services website: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN
b. Select Student Section, Key 1>Assessment.
c. Fill in the application for preliminary assessment and attach relevant documentation.
d. After receiving notification of your admission, you will be able to print out your acceptance letter by selecting point b) in the Student Area - ASSESSMENT, which can then be used to start your study visa application at the Italian Diplomatic Institute in your

[2] Except for degree courses in "Medicine and Surgery" and "Pharmacy".

Chapter 4 – Enrollment

It is possible to start your ENROLLMENT PROCEDURE in the following cases:

- once **passed the admission test** (study course for a limited number of students);
- once **taken the compulsory admission test** relating to a one-cycle three-year degree course (for an unlimited number of students);
- once received **CLEARANCE (nulla osta) after verification of your curricular requirements to enrol in a master's degree for an unlimited number of students.**

N.B. Enrolling in more than one university courses or in more than one course at the same university is forbidden, except for Ph.D. and Healthcare Graduate Courses. Further exceptions are covered by the law in force.

4.1 - How to enroll

If you satisfy the admission criteria, you can enroll in the course you have chosen.

INSTRUCTIONS ON THE ENROLLMENT PROCEDURE

a. Fill in the evaluation questionnaire on the "Quest Test" site:http://www.quest.uniroma2.it
b. Keep your questionnaire code (CQ) that will be issued by the system (*N.B. the CQ remains valid for only five days; after five days, the questionnaire must be filled in again*).
c. Connect to the Delphi Online Services website: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN;
d. Select Student Section, Key 2 - Registration;
e. Select "Start application procedures";
f. While filling in your application:
   - if you want to pay for the whole amount of university fees and taxes in one installment instead of two, select this option;
   - you self-certify your academic qualification to be used in your registration procedure. The university will verify the information contained in this self-certification in accordance with the norms and regulations in force;
g. Select "print": the system will issue your application and a pay slip to be used for the payment of the first installment;
h. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available on the following website: studenti.uniroma2.it/pagamento/;
i. Link again to the Delphi Online Services website and validate your payment by tapping the "Convalida PagoPA" within 24 hours from the payment time;
j. The system will issue your personal ID number (matricola) and password, which must be kept carefully as they will be essential to access the university's computer services.

DOCUMENTATION TO BE PRESENTED TO THE SECRETARIAL OFFICE

Once the payment has been validated, students shall present the following documentation to the Secretarial Office in question, within the deadline indicated in the calls and notices or, where no expiry date is specified, by 6th November 2020:

a. the **enrollment application**, to be signed while submitting it, which shall include a **passport-size photo** put on the space provided in the application form;
b. **two passport-size photos**(identical to the one put on to the application form);
c. a **copy of a valid identity document (ID);**
d. a **copy of the payment receipt** (except for those who are exempt from payment);
e. **a section of the form** issued during the payment validation procedure, which contains your personal ID number. This section is marked as "Da consegnare alla Segreteria Studenti" (to be delivered to the Student Secretarial Office).

PAYMENT VALIDATION AND SUBMISSION OF THE ABOVE-MENTIONED DOCUMENTATION TO THE STUDENT SECRETARIAL OFFICE ARE MANDATORY IN ORDER TO CLOSE THE ENROLLMENT PROCEDURE AND RECEIVE YOUR UNIVERSITY TRANSCRIPT OF RECORDS (Libretto Universitario).

Students can join master's degree courses also after their start date, provided that they register in time to attend classes in accordance with the rules provided in the didactic programmes and on condition they adhere to the procedures and deadlines indicated on the website of each macro-area. However, there will be a penalty if students make their payments after the deadline specified in the relevant calls.

Students who wish to apply for fee reductions shall, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16th December 2020. For further information, please read Chapter 7.4-ISEE-UNIVERSITY.
In order to proceed with enrolment, international students must follow the information given in chapter 5 of this guide.

TOTAL AND PARTIAL EXEMPTION FROM PAYMENT OF TAXES AND FEES

There are several forms of exemption from tax payments for certain categories of students.

TOTAL EXEMPTION
Students who are entitled to total exemption include:

- students with an officially registered disability of (or greater than) 66% or with a handicap in accordance with art. 3, paragraphs 1 and 3, law no. 104 dated 5th February 1992);
- victims of organized crime and terrorism, and victims injured in the course of duty;
- political refugees;

- recipients of DISCOLAZIO scholarships (except for non-EC students non presenting the ISEE certificate in conformity with art. 8 DPCM no. 159 dated 2013 or in case this certificate is impossible to be obtained);
- foreign citizens recipient of scholarships;
- students graduated with top marks (100/100).

The procedure for the above-mentioned facilities is explained in paragraph 7.6 "Exemptions" (Chapter 7 "Taxes and Contributions").

In case DISCOLAZIO scholarship is not awarded or is withdrawn, if applicants are going to request tax reductions, they shall, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16th December 2020.

If DISCOLAZIO rankings establish that students have not won a scholarship and are not eligible, they ***have to pay a supplement to the first installment within 30 days*** from the start date of payment procedure. The following installments deadline will be the same for all students or within 30 days from the start date of the first installment. Once the date has expired, a penalty of 100.00 Euros shall be applied.

PARTIAL EXEMPTION
Students who are entitled to this sort of tax reduction shall consult paragraph 7.6 "Exemptions" (Chapter 7 "Taxes and Contributions").

4.2 -Enrolling in a shortened degree course

Enrolling in a shortened degree course is possible if students hold a degree or another academic qualification which can be considered sufficient for admission to an academic year following year one of the degree course of their choice, after official validation of their ECTS credits (CFU) earned during their previous study course.

For information on the requirements necessary to be considered **eligible for shortened degree courses and any specific procedures to be followed in the enrollment process**, students should consult the calls/notices/information provided regarding their chosen degree course.

Before applying for enrollment in a shortened degree course, depending on the specific didactic regulations of the chosen course, students may need **to request a preliminary evaluation of your academic qualifications** (i.e. the exams taken at another university) following the instructions below:

a. fill in the evaluation questionnaire on the "Quest Test" site: http://www.quest.uniroma2.it;
b. connect to the Delphi Online Services website: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN;

c. select Student Section - Key 2 - Select "Registering for a shortened degree course";
d. select your macro-area and your chosen degree course;
e. fill in the application form;
f. select "Degree" in order to insert the data concerning the degree/academic qualification for which official validation is being requested;
g. list all the examinations taken and click on "Next";
h. take note of the CTRL so you can return to the menu and modify, delete or reprint your application form;
i. select "print": the system will print the application form and a €0 pay slip and the automatic validation receipt with a specific protocol number.

The application will be transmitted online to the degree course administration for authorization to enroll.

Applicants must wait for the study course administration to evaluate their exams and qualifications indicated in the application. After this, an **e-mail will be sent containing the result of the evaluation**.

Applicants must also**, in any case and in accordance with the instructions contained in the relevant call/notice, take the admission test/assessment test or request verification of their curricular requirements**. In such case, return to the Delphi site homepage and type Key 1 – Enrollment for Admission Tests, Enrollment for compulsory assessment tests, Application for verification of Curricular Requirements, Assessment.

Once received the evaluation of their qualifications for their chosen course (if students have been selected to access degree courses for a limited number of students or, alternatively, if they have chosen a degree course that does not require any preliminary qualifications), they can fill in the **application form for enrolling in a shortened degree course** following the instructions provided in Chapter 4.1 "How to enroll".

Students who wish to apply for university tax reductions must, through their reserved area on the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16th December 2020. For further information, please read Chapter 7.4 "Isee-University".

Chapter 5 - Enrollment procedures for international students

Students holding a qualification obtained abroad, after passing the admission or evaluation process (if required), can enroll in any program the Tor Vergata University of Rome offers, available at: http://web.uniroma2.it/module/name/PdnHome/navpath/OFF.
The first step is to obtain information about procedures and deadlines, which may differ for every single program, reported in the respective calls published on the website: http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365.
Enrollment in Italian universities is regulated by ministerial procedures, which establish different access procedures for **EU and non-EU students resident in Italy holding a foreign qualification, non-EU students resident abroad (student visa applicants),"Marco Polo" Programme Chinese students holding a foreign qualification, and non-EU students holding an Italian qualification.**
Detailed information is published on the ministerial website at:
http://www.studiare-in-italia.it/studentistranieri.

IMPORTANT

In order to enroll in a course at the Tor Vergata University of Rome, foreign students holding a qualification achieved abroad shall have to submit a **statement of comparability** issued by **CIMEA** (Centro di Informazione sulla Mobilità e le Equivalenze accademiche) or a **Declaration of value** issued by the Italian competent authority.

Comparability refers to identifying the level of the foreign qualification based on the framework established by the Bologna Process and on the EQF (European Qualifications Framework). The mentioned comparison does not ratify the formal recognition of the foreign qualification within the Italian system or by the Tor Vergata University of Rome. However, it is a useful indicator for the evaluation of the qualification for the purpose of gaining access to higher education.

The Tor Vergata University of Rome and **CIMEA** have made an agreement for the issuing of a **statement of comparability** for final school and university qualifications obtained abroad. Students can access the service by visiting the **CIMEA** website through the following link: https://cimea.diplo-me.eu/torvergata/#/auth/login.

ITALIAN LANGUAGE COURSES
The Tor Vergata University of Rome provides Italian language courses for international students. Students can find out all the opportunities to improve their Italian by checking the following link: http://clici.uniroma2.it/en/the-clici/.

In the following sections, once you have chosen the right category, you will find information about deadlines, places available, necessary documentation and how to enroll in our courses:
5.1. EU students and non-EU students residing in Italy with a qualification obtained abroad;
5.2. Non-EU students residing abroad (applying for a student visa);
5.3. "Marco Polo" Programme Chinese students;
5.4. Non-EU students residing in Italy and who have an Italian qualification.

5.1 - EU and equivalent students, non-EU residents in Italy and Italian citizens with a foreign qualification

This category includes EU citizens (also Italians), equivalent and non-EU citizens with a residence permit, who have a foreign qualification. Citizens of Norway, Iceland, Liechtenstein, Switzerland and Republic of San Marino are considered as equivalent students; as well as refugees and holders of subsidiary protection status, including staff in service in Diplomatic Representations abroad and in international bodies located in Italy – accredited to the Italian State or the Holy See – and their dependent families (spouse and children).

If you are EU or non-EU citizen holding a residence permit (art. 26, law no. 189/2002) and a qualification obtained abroad you will be admitted to the university under the same conditions as an Italian qualification holder, hence with no limitations in terms of places available and **without having to sit the Italian language test**.

5.1.1 - Admission test

Where mandatory, you shall sit the admission test for the course you have chosen following the procedures explained in the various calls/announcements published on the university web page "Offerta Formativa":
http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365.
Once passed the test, if you satisfy the admission requirements listed in 5.1.2, you can enroll in accordance with the instructions provided in 5.1.3.

5.1.2 - Admission requirements

In order to be admitted into bachelor's degree programs and one-cycle degree programmes, it is compulsory to hold a diploma obtained abroad after a minimum of 12 years of education and which allows you to enroll in a university in your Country. In cases where the local educational system provides shorter education programmes, you must prove you have attended university, and passed the exams required, so as to meet the **12-year-education** requirement, or you must hold a post-secondary study qualification obtained in non-university higher education institutes. It is additionally required that you pass an academic qualifying examination, when required in your Country (i.e. GAO KAO in China; Vestibular in Brazil; Selectividad in Spain; etc.).
A pre-school year can also be considered a **12-year** equivalent if the attendance was compulsory and part of the curriculum, and also in cases where the pre-school program was

provided with the teaching of reading and writing in the language of the given Country together with some basic mathematics.
For further information on valid qualifications obtained abroad, please check the ministerial procedures published at the following link: http://www.studiare-in-italia.it/studentistranieri/
In particular, we invite you to consult Attachment no. 1 which refers to the US qualification (American High Schools Diploma), the UK qualification, Greek qualification or those issued by university institutes of ecclesiastical studies based in Italy approved by the Holy See, and Attachment no. 2 which refers to Italian qualifications obtained in "scuole di frontiera" or in Italian sections of foreign schools, in international Baccalaureate, in schools of the Republic of San Marino, or obtained in foreign schools based in Italy or other European schools.

To be admitted into **master's degree programs (two-year programs),** you need a qualification obtained in a foreign university or a post-secondary qualification achieved in a non-university higher education Institute which allows you to continue your studies in the academic institutes in your Country.

5.1.3 - Enrollment procedures

To complete the enrollment procedure link to http://delphi.uniroma2.it, following the instructions listed below.

ENROLLMENT PROCEDURE GUIDE

a. Access the website: https://delphi.uniroma2.it/totem/jsp/index.jsp;
b. Select "Student Section", Point 2 – Registration;
c. Select "start application procedures";
d. Choose between your course;
e. Upload your education qualification(s);
f. While filling in the form: choose whether you prefer to pay the second installment of university fees in one or two slips;
g. Select "print": the system will provide you with the enrollment application and the list of the documents which must be uploaded;
h. Take note of the CTRL and fiscal code;
i. Select in the Students section, key 2 (Registration) – point B "you have already filled out an application";
j. Insert your fiscal code and CTRL;
k. Upload the required documents for enrollment (see paragraph 5.1.4. Documentation), items A) and B). It is necessary to upload a pdf file for each document;
l. Wait for the communication from the International Student Secretarial Office which, after verifying the uploaded documentation, will send you an e-mail which describes all the steps for printing the postal order, online payment, validation and printing the ID number and the password;
m. Provide the documents uploaded via the Delphi system in original copy to the International Students Secretarial Office (Via Cracovia 50, block D, floor 0); non-EU citizens have to provide the residence permit, too.

In the event of irregularities in the documentation provided relating to the foreign education qualification, the enrollment will be automatically cancelled *ex officio*.

5.1.4 - Documentation

A) Documentation needed for enrollment in a bachelor's or one-cycle degree course

- **Statement of comparability** of the post-secondary qualification issued by CIMEA (to be requested on line via the following linkl: https://cimea.diplome.eu/torvergata/#/auth/login) or post-secondary qualification issued by CRIMEA with an official translation into Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "the Hague Apostille".
  In cases where the qualification was obtained after less than 12 years of education, the following documentation shall be provided:
  a. certification of the partial academic studies accomplished with an official translation into Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains "the Hague Apostille";
  b. academic qualification obtained in a non-university institution with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains "the Hague Apostille";
  c. certification of a foundation course released by Italian secondary school institutions as a complementary qualification of schooling abroad. Please note that with the above-mentioned additional or complementary certifications of qualifications obtained with less than 12 years of education, you can enroll in the first academic year, but they cannot be evaluated in enrollment procedures for shortened courses in order to avoid a double evaluation of the same qualifications.
- Copy of the certificate that states the student has passed the **admission test** for access to university courses if foreseen and mandatory in your home Country (Selectividad in Spain, Prova de Afericao o Prova geral de Acesso in Portugal, etc.) with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains "the Hague Apostille".
- Copy of your residence permit (only for non-EU students officially resident in Italy).
- Copy of your fiscal code.
- Copy of your letter of admission, when required.

B) Documentation needed for enrollment in a master's degree course (two-year program)

- **Statement of comparability** of the final qualification issued by CIMEA (to be requested on line via the following linkl: https://cimea.diplome.eu/torvergata/#/auth/login) or final qualification document with an official translation into Italian and validated by the Italian competent authorities in the Country of the educational system attended This validation is not necessary if the certification contains the "the Hague Apostille".
- **Transcript issued by the competent university** which states the exams passed with an official translation into Italian and validated by Italian competent authorities;

as well as, for each subject, a description of the programs attended to obtain the qualification in question. The transcript can be replaced by a "Diploma Supplement".
- Copy of your residence permit (only for non-EU students officially resident in Italy).
- Copy of your fiscal code.
- Copy of your letter of admission, when required.
- **ATTENTION:** all documents in a foreign language must be provided with an official translation into Italian and consular validation (you can contact a local translator and then request the Italian competent authorities in your Country to certify the validity of the translation. This procedure is not necessary if the certificate contains "the Hague Apostille").

5.1.5 Tuition fees

Information on the payment of tuition fees for the 2020/2021 academic year will be available in this guide (see Chapter 7 "Taxes and contributions").

5.2 - Non-EU students resident abroad (students with a visa)

This category includes students with citizenship of a non-EU Country and resident abroad, who are hence applying for a student visa.
The procedures regarding registration for the bachelor's/master's degree programs and one-cycle degree programs for non-EU citizens residing abroad follow the ministerial dispositions which annually certify the terms and modes for the submission of the pre-enrollment application to the Italian diplomatic-consular Representation, validation of qualifications and student visa. More detailed information is available on the MIUR website: http://www.studiare-in-italia.it/studentistranieri/.

In order to enroll in this university, you need to follow the following steps.

5.2.1 - Before you leave

a. Check the availability of places on the on-line database of the MIUR website. Every year, for each program, the number of places is established by the competent academic bodies for non-EU students resident abroad.
b. Submit your pre-enrollment via the Universitaly website. In the application you must indicate the Tor Vergata University of Rome and choose the degree program you want to enroll in. You will also indicate the Embassy/Consulate at which you will apply for the entry visa to Italy. The pre-enrollment application will be verified by the Tor Vergata University of Rome and forwarded to the Embassy/Consulate you indicated. The subsequent pre-registration phases will be completed at the competent diplomatic-consular offices in order to obtain the relating visa. **Attention**: pre-enrollment does not in itself allow admission to study courses. To enroll you must also take and pass the entry requirements checks and the admission tests required for the course of study of your interest.
c. Complete the procedures provided by the Tor Vergata University of Rome for the chosen degree program: enrollment in the admission tests or curricular evaluation

(where provided). Detailed information will be published on the following website: http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365.

If you hold one of the qualifications listed in Attachment no. 1 of the Ministerial Circular, you can choose only one of the programs. For the programs with a planned national admission test (Medicine and Surgery; Dentistry and Dental Prosthetics, Veterinary Medicine and training courses for Architects), pre-enrollment is intended also for the other universities indicated at the moment of the test.

If you hold one of the qualifications listed in Attachment no. 2 of the Ministerial Circular, you can choose a course independently of the number of places available. In both cases, the application is not automatically accepted by the Italian competent authorities if the applicant is attending the last year of school and is about to sit the final test or the specific academic qualification tests when required.

Documentation which must be submitted to the Italian Competent Authorities

For bachelor's and one-cycle degrees

- Original copy of the final high school Diploma, obtained after at least 12 years of school, or an equivalent certification in accordance with the regulations;
- certificate that states you passed the academic qualification test for universities in your Country;
- two photographs (one of them to be authenticated by the Italian competent authorities abroad);
- copy of your letter of admission, when required.
- a summary of the pre-enrolment letter validated by the university.

In case your secondary education qualification has been issued after less than 12 years of education (Attachment no. 1), the following documents shall be included:

a. a certificate declaring the partial academic studies that you have already completed with an official translation into Italian and validated by the Italian competent authorities in the Country of the educational system attended This validation is not necessary if the certification contains the "the Hague Apostille";
b. a post-secondary qualification gained in a non-university higher education institute with an official translation into Italian and validated by the Italian competent authorities in the Country of the educational system attended This validation is not necessary if the certification contains the "the Hague Apostille";
c. the foundation course certificate awarded by Italian higher education institutions as a supplementary qualification of the foreign school curriculum.

Please note that the above-mentioned additional or complementary certifications of qualifications obtained with less than 12 years of education allow for the enrollment only in year one in Italy, but they cannot be evaluated in enrollment procedures for shortened courses in order to avoid a double evaluation of the same qualifications.

For master's degree courses (two-year program):

- Academic qualification obtained from a university or post-secondary qualification gained in a non-university higher education institute which allows to proceed in academic institutions at a further level;
- certificate released by the competent university stating the exams passed, as well as, for each subject, details of the programs followed to obtain the afore-mentioned qualifications. You can check the number of places that each university reserves for each degree course, if and from which foreign languages the certificate in question shall be translated. Post-secondary studies (exams and credits) already gained can be certified in the "Diploma Supplement";
- two photographs (one of them to be authenticated by the Italian competent Authorities abroad)
- copy of your letter of admission, when required;
- a summary of the pre-enrolment letter validated by the university.

5.2.2 - Once in Italy

Italian language test

Unless you choose a program that is entirely taught in English, you will have to take and pass the Italian language test in order to be admitted into the programs. If you do not pass this test, you cannot enroll and you will have to leave Italy before the expiry date of your visa. The procedure to carry out the Italian language test is available in the following website:
http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/6299 ("Notices").
The Italian test is not necessary for:

a. students who obtained a diploma in an Italian high-school abroad;
b. students holding one of the qualifications issued by the schools in Attachment no. 2 of the Ministerial Circular;
c. students who obtained a final qualification of junior high-school in Argentina and hold complementary certificates that state they studied Italian language for at least 5 years
d. students who obtained their Diploma in Italian language and culture at "Università per Stranieri" of Perugia and/or Siena;
e. students who obtained the Italian language certification (level B2) issued by the CLIQ.

Residence permit request

Within eight days of your arrival in Italy with a "D" type national student visa, you will have to submit a residence permit request to the competent "Questura" (specific police office) of the city where you intend to establish your residence. The application can be submitted to the Post Office using the appropriate kit. Applying implies the payment of taxes. Applicants will be notified about the date where they shall go to the appropriate offices of the Questura, bring photographs, and undergo a fingerprint check. If the application has to be integrated with additional documentation, you will be informed by SMS or a registered mail. You can check the status of your request on the Police website or immigration portal.

Fiscal Code request

The fiscal code is a 16-digit alphanumeric code, issued by the income revenue authority ("Agenzia delle Entrate") for free, which uniquely identifies Italian and foreign citizens.
With the fiscal code, you may:

- enroll in an Italian university
- open a bank account
- sign a contract (rent, telephone contract, etc.)
- register with the National Health System (SSN)

Citizens who are resident abroad may apply for one at the Italian Diplomatic Representation in the country of residence. In Italy, however, it has to be requested at the nearest "Agenzia delle Entrate" (income revenue authority) of the city where the student lives. The following Agenzia delle Entrate Office is the closest to the university:
Roma 5 Tuscolano –110, Via di Torre Spaccata - Phone: +39 06526061 -Fax: +39 0650763658 - email address: dp.iiroma.utroma5@agenziaentrate.it – Opening times: Monday, Wednesday, Friday from 7:50 am to 1:30 pm; Tuesday and Thursday from 7:50 am to 3:30 pm.
You can visit the Agenzia delle Entrate website at: http://www1.agenziaentrate.gov.it/english/
ATTENTION: to be assisted in preparing the documentation please refer to the Welcome Office.

Health Insurance

A health insurance valid for Italy is extremely important in order to apply for a residence permit within 8 days of your arrival in Italy. In cases where you have not obtained health insurance in your country of origin and have not had it validated by an Italian Diplomatic Representation, you can choose between two options: either a private health insurance, or a voluntary registration with the SSN (National Health System).
Your registration with the National Health System (SSN), which lasts a year, gives you the opportunity to choose a doctor, who will take care of your health problems for free and will be able to prescribe drugs, examinations and any specialist visits in exactly the same way as an Italian citizen.
For any information regarding this matter, please check the following website: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri

White Code

The Tor Vergata University of Rome is delighted to offer a new service that will guarantee free access to basic healthcare prior to registration with the Italian National Healthcare (Servizio Sanitario Nazionale). A clinic is open on Mondays and Thursdays (2pm-4pm) at the Policlinico of Tor Vergata. Please send an email to: whitecode@med.uniroma2.it .

5.2.3 - Admission tests

Where required, you shall sit the admission test for the course you have chosen following the procedures explained in the various calls/announcements published on the university web page "Offerta Formativa":

http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365. Once passed the test, if you satisfy the admission requirements listed below (5.2.4), you can enroll in accordance with the instructions provided in 5.2.5.

5.2.4 - Reassignment for non-EU students

If you have not ranked among the admitted applicants, within the terms established by the MIUR (The Ministry of Education, Universities and Research) after publication on the website (www.studiare-in-italia.it), you can apply for:

a. admission to another program at the same university;
b. reassignment for the same program or a different one in a different university.

Application for point b) must be submitted to the dean of the university where you are going to transfer and also to the Dean of the university where you sit the test (link: Modulistica per la carriera dello studente).

Remember: you need to verify if the Declaration of Value entitles you to enroll in the program you have chosen. The final verification shall be carried out by the International Students Secretarial Office at the moment of enrollment.

NOTE: Students who have not passed the admission test or who do not obtain a place in another university or program, despite having achieved a qualifying score, must leave Italy no later than the expiry date of their visa or of their residence permit for study purposes (except for those holding other residence permits which entitle them to stay legally after that date).

5.2.5 - Admission requirements

In order to be admitted into **bachelor's degree programs and one-cycle degree programs**, it is compulsory to hold a diploma obtained abroad after a minimum of 12 years of education and which allows you to enroll in a university in your Country. In cases where the local educational system offers shorter education programs, you must prove you have attended university and passed the exams required so as to meet the 12-year-education requirement, or you must hold a qualification of post-secondary studies obtained in non-university higher education Institutes. It is additionally required that you pass an academic qualifying examination, when required in your Country (e.g.: GAO KAO in China; Vestibular in Brasil; Selectividad in Spain; etc.). A pre-school year can also be considered a 12-year equivalent if the attendance was compulsory and part of the curriculum, and also in cases where the pre-school program was provided with the teaching of reading and writing in the language of the given Country together with some basic mathematics.

For further information on the validity of qualifications obtained abroad, please check the ministerial procedures published at the following link:http://www.studiare-in-italia.it/studentistranieri/. In particular, we invite you to consult Attachment no. 1 of the Ministerial Circular, which refers to the US qualification (American High Schools Diploma), the UK qualification, Greek qualification or those issued by university institutes of ecclesiastical studies based in Italy approved by the Holy See. Also consult Attachment no. 2 of the same Ministerial Circular, which refers to Italian qualifications obtained in "scuole di frontiera" or in Italian sections of foreign schools, in international Baccalaureate, in schools of the Republic of San Marino, or obtained in foreign schools based in Italy or other European schools.

To be admitted into m**aster's degree programs (two-year programs),** you need a qualification obtained in a foreign university or a post-secondary qualification achieved in a non-university higher education institute which allows you to continue your studies in the academic institutes in your Country.

5.2.6 - Enrollment procedures

After the admission test, if required, you will have to complete the enrollment procedure at http://delphi.uniroma2.it, following the instructions reported below.

ENROLLMENT PROCEDURE GUIDE

a. Access the website: https://delphi.uniroma2.it/totem/jsp/index.jsp
b. Select "Student Section", key 2 – Registration
c. Select "start application procedures"
d. Choose the course
e. Upload your education qualification
f. While filling in the form: choose whether you prefer to pay the second installment of university fees in one or two payments
g. Select "print": the system will provide you with the enrollment application and with the list of the documents which must be uploaded
h. Take note of the CTRL and Fiscal Code
i. Select in the Students section, key 2 - Registration – point B "you have already filled out an application"
j. Insert your fiscal code and CTRL
k. Upload the documents required to enroll in your course. Further information about the list of the documents to be presented at 5.2.7 (Documentation) - items A) and B). It is necessary to upload a pdf file for each document
l. Wait for the communication from the International Student Secretarial Office which, after verifying the uploaded documentation, will send the student an e-mail which describes all the steps for printing the postal order, online payment, validation and printing the ID number and the password
m. Provide the original copy of the uploaded documents to the Welcome Office or International Students Secretarial Office (50, via Cracovia, Rome - block D, ground floor), which will check your documentation uploaded via the Delphi system and your residence permit in case of non-EU citizens.

In the event of irregularities in the documentation provided relating to the foreign education qualification, the enrollment will be automatically cancelled *ex officio*.

5.2.7 - Documentation

A) Documentation needed for enrollment in a Bachelor's or one-cycle program

Statement of comparability issued by CIMEA (to be requested on line via the following linkl: https://cimea.diplo-me.eu/torvergata/#/auth/login) or post-secondary qualification with an official translation into Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "the Hague Apostille".

In cases where the qualification was obtained after less than 12 years of education, the following documentation (listed in the Ministerial Circular) must be provided:

a. certification of the partial academic studies accomplished with an official translation into Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains "the Hague Apostille";
b. academic qualification obtained in a non-university institution with official translation into Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains "the Hague Apostille";
c. certification of a foundation course released by Italian secondary school institutions as a complementary qualification of schooling abroad. Please note that with the above-mentioned additional or complementary certifications of qualifications obtained with less than 12 years of education, you can enroll in the first academic year, but they cannot be evaluated in enrollment procedures for abbreviated courses in order to avoid a double evaluation of the same qualifications;
d. copy of the certificate that states the student has passed the admission test for access to university courses if foreseen and mandatory in your home Country (Selectividad in Spain; Prova geral de Acesso in Portugal; etc.) with an official translation into Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains "the Hague Apostille";
e. copy of your residence permit (for non-EU students resident in Italy only);
f. copy of your fiscal code;
g. copy of the letter of admission, when required.

B) Documentation needed for the enrollment to a master's degree program (two-year program)

- **Statement of comparability** issued by CIMEA (to be requested on line via the following linkl: https://cimea.diplo-me.eu/torvergata/#/auth/login) or post-secondary qualification with an official translation into Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "the Hague Apostille";
- transcript issued by the competent university which states the exams passed, with an official translation into Italian and validated by Italian competent authorities; as well as, for each subject, a description of the programs attended to obtain the qualification in question. The transcript can be replaced by the "Diploma Supplement";
- copy of your residence permit (for non-EU students resident in Italy only);
- copy of your fiscal code;
- copy of your letter of admission, when required.

ATTENTION: all the documents in a foreign language must provided with an official translation into Italian and consular validation (you can contact a local translator and then

request the Italian competent authorities in your Country to certify the validity of the translation; this procedure is not necessary if the certificate contains "the Hague Apostille").

5.2.8 - Tuition fees

Information concerning the payment of the tuition fees for the 2020/2021 academic year are available in this guide (see Chapter 7 "Taxes and contributions").

5.3 - MARCO POLO Program for Chinese students

The "Marco Polo"Program consists in a governmental agreement, between Italy and China, with the purpose of supporting the presence of Chinese students in Italian universities.
The students who participate in this project will have the chance to arrive in Italy in advance compared to the other international students in order to learn Italian for 10 or 11 months.
According to the project, passing the Italian language test exempts them from the Italian language exam provided for non-EU students residing abroad who enroll in an Italian university. After passing this test, they will have to take any admission tests for individual study courses (where applicable) and enroll according to the procedures indicated for each three-year or master's degree course.

5.3.1 - Before you leave

a. Check the availability of places on the on-line database of the MIUR website. Every year, for each degree course, the number of places is established by the competent academic bodies.
b. **Submit your pre-enrollment application** to the Italian competent authorities in your Country, in order to know the documents required to obtain the visa allowing you to enroll in the Italian universities. More info available in the website of the Ministry for Foreign Affairs and International Cooperation.

ATTENTION: pre-enrollment does not in itself allow admission to study courses. To enroll you must also take and pass the entry requirements checks and the admission tests required for the course of study of your interest.

5.3.2 - Once in Italy

Residence permit request

Within eight days of your arrival in Italy, you will have to submit a residence permit request to the competent "Questura" (specific police office) of the city where you intend to establish your residence. The ministry rules concerning the request are available at http://www.studiare-in-italia.it/studentistranieri/. You can also request a residence permit before your arrival in Italy by filling in the appropriate form with the assistance of Uni-Italia. The application on site is forwarded to the competent institutions only if you already have a study visa. Uni-Italia will provide the information necessary for the completion of the procedure in Italy.

Fiscal Code request

The fiscal code is a 16-digit alphanumeric code, issued by the income revenue authority ("Agenzia delle Entrate") for free, which uniquely identifies Italian and foreign citizens.
With the fiscal code, you may:

- Enroll in an Italian university
- Open a bank account
- Sign a contract (rent, telephone contract, etc.)
- Register with the National Health System (SSN)

Citizens who are resident abroad may apply for one at the Italian Diplomatic Representation in the country of residence. In Italy, however, it has to be requested at the nearest "Agenzia delle Entrate" (income revenue authority) of the city where the student lives. The following Agenzia delle Entrate Office is the closest to the university:
Roma 5 Tuscolano – 110, Via di Torre Spaccata - Phone: + 39 06526061 - Fax: + 39 0650763658 - email address: dp.iiroma.utroma5@agenziaentrate.it – Opening times: Monday, Wednesday, Friday from 7:50 am to 1:30 pm; Tuesday and Thursday from 7:50 am to 3:30 pm.
You can visit the Agenzia delle Entrate website at:
http://www1.agenziaentrate.gov.it/english/

Health Insurance

A health insurance valid in Italy is extremely important in order to apply for your residence permit within 8 days of your arrival in Italy. In cases where you have not obtained health insurance in your country of origin and have not had it validated by an Italian Diplomatic Representation, you can choose between two options: either a private health insurance, or a voluntary registration with the SSN (National Health System).
Your registration with the National Health System (SSN), which lasts a year, gives you the opportunity to choose a doctor, who will take care of your health problems for free and will be able to prescribe drugs, examinations, and any specialist visits in exactly the same way as an Italian citizen.
For all information regarding this matter, please check the following website: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri

White Code

The Tor Vergata University of Rome is delighted to offer a new service that will guarantee free access to basic healthcare prior to registration with the Italian National Healthcare (Servizio Sanitario Nazionale). A clinic is open on Mondays and Thursdays (from 2pm to 4 pm) at the Tor Vergata Policlinico. For info send an email to whitecode@med.uniroma2.it.

5.3.3 - Admission tests

Where required, you must sit the admission test for the course you have chosen following the procedures explained in the various calls/announcements published on the university web page "Offerta Formativa": http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent

/5365. Once passed the test, if you satisfy the admission requirements listed in 5.3.5, you can enroll in accordance with the instructions contained in 5.3.6.

5.3.4 - Reassignment for non-EU students

If you have not ranked among the admitted applicants, within the terms established by the MIUR (The Ministry of Education, Universities and Research) after publication on the website (www.studiare-in-italia.it), you can apply for:

a. admission to another program at the same university;
b. reassignment for the same program or a different one, in a different university. Application for point b) must be submitted to the dean of the university where you are going to transfer and also to the dean of the university where you sit the test (link: Modulistica per la carriera dello studente)

ATTENTION: students who have not passed the admission test or who do not obtain a place in another university or program, despite having achieved a qualifying score, must leave Italy no later than the expiry date of their visa or of their residence permit for study purposes, except for those holding other residence permits which entitle them to stay legally after that date.

5.3.5 - Admission requirements

In order to be admitted into **bachelor's degree programs and one-cycle degree programs,** it is compulsory to hold a diploma obtained abroad after a minimum of 12 years of education and which allows you to enroll in a university in your Country. In cases where the local educational system provides shorter education programs, you must prove you have attended university, and passed the exams required so as to meet the 12-year-education requirement, or you must hold a qualification of post-secondary studies obtained in non-university higher education Institutes. It is additionally required that you pass an academic qualifying examination, when required in your Country (i.e. GAO KAO in China). A pre-school year can also be considered a 12-year equivalent if the attendance was compulsory and part of the curriculum, and also in cases where the pre-school program was provided with the teaching of reading and writing in the language of the given Country together with some basic mathematics.
For further information on valid qualifications obtained abroad, please check the ministerial procedures published at the following link: http://www.studiare-in-italia.it/studentistranieri/
In particular, we invite you to consult Attachment no. 1 which refers to the US qualification (American High Schools Diploma), the UK qualification, Greek qualification or those issued by university institutes of ecclesiastical studies based in Italy approved by the Holy See, and Attachment no. 2 which refers to Italian qualifications obtained in "scuole di frontiera" or in Italian sections of foreign schools, in international Baccalaureate, in schools of the Republic of San Marino, or obtained in foreign schools based in Italy or other European schools.

To be admitted into **master's degree programs (two-year programs),** you need a qualification obtained in a foreign university or a post-secondary qualification achieved in a non-university higher education Institute, which allows you to continue your studies in the academic institutes in your Country.

5.3.6 - Enrollment procedures

You will have to complete the registration procedure at the link: http://delphi.uniroma2.it, following the instructions reported below.

ENROLLMENT PROCEDURE GUIDE

a. Access the website: https://delphi.uniroma2.it/totem/jsp/index.jsp
b. Select "Student Section", Key 2 – Registration
c. Select "start application procedures"
d. Choose your course
e. Upload your education qualification(s)
f. While filling in the form: choose whether you prefer to pay the second installment of university fees in one or two payments
g. Select "print": the system will provide you with the enrollment application and with the list of the documents which must be uploaded
h. Take note of the CTRL and fiscal code
i. Select in the Students section, key 2 (Registration) – point B "you have already filled out an application"
j. Insert your fiscal code and CTRL
k. Upload the required documents. Upload the documents required to enroll in your course. Further information about the list of the documents to be presented at 5.2.7 (Documentation) - items A) and B). It is necessary to upload a pdf file for each document
l. Wait for the communication from the International Student Office which, after verifying the uploaded documentation, will send the student an e-mail which describes all the steps for printing the postal order, online payment, validation and printing the ID number and the password
m. Provide the documents uploaded via the Delphi system in original copy to the International Students Secretarial Office (Via Cracovia 50, building D, floor 0) non-EU citizens have to provide the residence permit, too.

In the event of irregularities in the documentation provided relating to the foreign education qualification, the enrollment will be automatically cancelled *ex officio*.

5.3.7 - Documentation

A) Documentation needed for the enrollment in a Bachelor's or one-cycle program:

- **Statement of comparability** of the final qualification issued by CIMEA (to be requested on line via the following link: https://cimea.diplome.eu/torvergata/#/auth/login) or post-secondary qualification with an official translation into Italian, validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "the Hague Apostille". For this academic year, students not yet graduated can obain thier own declaration of value only if their "**Gao Kao**" exam score is at least equal to **400/750**, in conformity with the instructions provided by the Italian

diplomatic representation in China. The documentation of the students coming from Hong Kong and Macao, not subject to the Gao Kao exam system, shall be submitted to the Italian competent consular authority which, once verified its validity, shall issue the necessary declaration of value
- Copy of your residence permit or copy of your receipt of residence permit request
- Three passport-size photos
- Copy of your fiscal code
- Copy of your pre-enrollment with an authenticated signature of the Italian Diplomatic authorities in your Country
- Copy of the passport pages with your personal data and visa
- Copy of the Italian language certification (level not lower than B1)
-

B) Documentation needed for enrollment on a Master's degree program (two-year program)

- **Statement of comparability** of the final qualifation issued by CIMEA (to be requested on line via the following link: https://cimea.diplome.eu/torvergata/#/auth/login) or post-secondary qualification with an official translation into Italian, validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "the Hague Apostille"
- **Transcript issued by the competent university** which states the exams passed with an official translation into Italian and validated by Italian competent authorities, as well as, for each subject, a description of the programs attended to obtain the qualification in question. The transcript can be replaced by the "Diploma Supplement"
- Copy of your residence permit or two copies of your receipt of residence permit request
- Copy of your fiscal code.
- Three passport-size photos
- Copy of your pre-enrollment with an authenticated signature of the Italian Diplomatic authorities in your Country
- Copy of the passport pages with your personal data and visa
- Copy of the Italian language certification (level not lower than B1)

ATTENTION: all the documents in a foreign language must provided with an official translation into Italian and consular validation (you can contact a local translator and then request the Italian competent authorities in your Country to certify the validity of the translation).

5.3.8 - Tuition fees

Information on the payment of tuition fees for the 2020/2021 academic year will be available on this guide (see Chapter 7 "Taxes and contributions").

5.4 - Non-EU citizens holding a qualification obtained in Italy

Non-EU citizens who hold a qualification obtained in Italy can gain access to university courses in accordance with the same procedures as for the Italian citizens (hence with no quotas nor need to sit the Italian language test). After the admission test, if required, you will have to complete the registration procedure at the link: http://delphi.uniroma2.it, following the instructions reported below.

ENROLLMMENT PROCEDURE

a. Fill the assessment questionnaire "Quest Test" on the website: http://www.quest.uniroma2.it
b. Take note of the code (CQ) issued by the system. *(Warning: the code will be valid for 5 days; after that, a new one has to be obtained)*
c. Access the website: https://delphi.uniroma2.it/totem/jsp/index.jsp
d. Select "Student Section", key 2 – Registration
e. Select "start application procedures"
f. Choose your course
g. While filling in the form:
    - choose if you prefer to pay the second installment of university fees in one payment only instead two and select the relating option
    - write a self-certification of the qualification you have obtained. The university will verify the information reported in the self-certification in accordance with the regulations in force.
h. Select "print": the system will provide you with the enrollment application form and the payment order concerning the first installment.

TO BE HANDED IN TO THE STUDENT SECRETARIAL OFFICE

Once you have made your payment, you must submit the following documentation to the Student Secretarial Office in question within the deadline reported in the call (6th November 2020), if no other specific deadline is indicated for the program:

a. Your enrollment application, to be signed on submitting the application, together with a passport-size photo;
b. two passport-size photos identical to the one attached to the application;
c. copy of a valid identity document;
d. copy of your payment receipt (excluding those entitled to a total exemption of fees);
e. an original copy of your residence permit.
f.

THE VALIDATION OF YOUR PAYMENT SLIP AT THE STUDENT SECRETARIAL OFFICE OF THE DEPARTMENT IS FUNDAMENTAL AFTER PROVIDING A VALID RESIDENCE PERMIT. THIS DOCUMENTATION IS COMPULSORY IN ORDER TO COMPLETE YOUR ENROLLMENT AND RECEIVE YOUR UNIVERSITY BOOKLET.

5.4.1 - Tuition fees

Information on the payment of tuition fees for the 2020/2021 academic year will be available on this guide (see Chapter 7 "Taxes and contributions").

5.5 - Recognition of qualifications achieved abroad

If you have achieved an academic qualification abroad, you can apply for a recognition with an equivalent university qualification issued by the Tor Vergata University of Rome. The evaluation process is carried out by each faculty's academic body and is aimed at continuing one's university education and obtaining the Italian academic qualification. For more info on the procedure, visit the following website:
http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/6300.
For purposes other than those mentioned above (for example, participation in public competitions or access to regulated professions), the application shall be submitted to other public administrations. For further information, visit the **CIMEA**(Centro di Informazione sulla Mobilità e le Equivalenze accademiche) website.
Students can apply for recognition of final qualifications obtained at public or legally recognized foreign universities. The application shall be submitted to the competent authorities of the country where the university is based. It is not possible to apply for recognition of final qualifications obtained in private centres in agreement with foreign universities.
The mentioned application may be submitted by EU citizens and non-EU citizens legally residing in Italy, in accordance with art. 26 law no. 189/2002, and non-EU citizens residing abroad who hold a foreign academic qualification.
Where to hand in the documentation:
EU-citizens and non-EU citizens legally resident in Italy shall submit the documentation to the student secretarial office.
Non-EU citizens resident abroad shall submit the whole documentation by means of the competent Italian diplomatic representation.

Chapter 6– Registration in academic years following year one

Each year students have to re-enroll. Therefore, in order to take the exams, students have to be enrolled in the 2020/2021 academic year (as a precaution, too) and fulfill the obligations relating to the payment of taxes and contributions.
In order to enrol in the second year and the years that follow, you must pursue a very simple procedure which can be carried out exclusively online (there is no need to go to the Student Secretarial Office).

6.1- How to enroll in your second year and following years

The enrollment procedure for your second year or following years is possible only if you have duly paid your previous year(s) university fees.

INSTRUCTIONS ON THE REGISTRATION PROCEDURE FOR YEAR TWO AND FOLLOWING YEARS

a. Connect to the Delphi Online Services website:https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN;
b. Select Student Section, Key 3 – "Enrollment in year two and following years";
c. Digit your personal ID number (matricola) and password in order to gain access to the student section;
d. Modify or confirm existing data;
e. If you wish to pay the second installment of university fees and contributions in one payment (instead of two), select the appropriate option;
f. Select "print": the system will issue your application and pay slip for the payment of the first installment;
g. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are awailable on the following website: studenti.uniroma2.it/pagamento/
h. Link again to the Delphi Online Services website and validate your payment by tapping the "Convalida PagoPA" within 24 hours from the payment time
i. For students who are exempt from the payment of university fees, a pay slip marked ZERO Euros has be used for validation purposes.

You must not deliver any documents to the Student Secretarial Office. The online payment validation is indispensable in order to complete the enrollment process.

EXPIRY DATE

Please note that students who fail to pay their first installment by 6th November 2020 shall pay a penalty. Registration is possible until 31st March 2021.

Students who wish to apply for university **tax reductions** must, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is December 16th, 2020.
If the "Dichiarazione Sostitutiva Unica"(DSU) which is used to apply for an ISEE-UNIVERSITY certificate from INPS is not issued by 16th December 2020, the procedure can be repeated but a penalty shall be paid. For more information, consult Chapter 7.4-ISEE-UNIVERSITY.

TOTAL AND PARTIAL EXEMPTION FROM PAYMENT OF TAXES AND CONTRIBUTIONS

There are various types of total and partial exemption from the payment of fees and contributions for certain categories of students. Instructions regarding how to gain access to the above-mentioned benefits are provided in paragraph 7.6 "Exemptions" (Chapter 7 "Taxes and contributions").
Students who have applied for a DISCOLAZIO scholarship, in the event that this scholarship is not awarded or is withdrawn, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain the ISEE-UNIVERSITY certificate. The deadline for this procedure is 16th December 2020.

6.2 - Enrolment in year two and following years with residence permit

In order to enroll for the 2020/2021 academic year, non-EU students holding a residence permit shall submit their valid residence permit to the student secretarial office. If the permit is no longer valid, students can enroll **upon condition** they submit a valid residence permit no later than **15th March 2021**.
After applying for and obtaining the new residence permit, students shall submit it to the Student Secretarial Office, which shall update the document's expiry date in the system.
After this, students are allowed to validate payments and gain access to didactic and administrative functions for the 2020/2021 academic year.

6.3 - Deadline extension for the enrollment of graduates (PRECAUTIONARY APPLICATION)

If you are planning to graduate in the winter session or in the final session of the 2019/2020 academic year, there is a legal ruling that allows students to put off their registration for the

2020/2021 academic year. However, you will, in any case, have to fill in an application for registration in the 2020/2021 academic year labeled "PRECAUTIONARY APPLICATION".

REQUIREMENTS

In case students have not duly paid their taxes and university fees for the previous academic year, this procedure will not be possible.

EXPIRY DATE

The precautionary application must be completed and validated by 31st December 2020 and retained by the student. This precautionary application must not be submitted to the Student Secretarial Office.

INSTRUCTIONS ON THE "PRECAUTIONARY APPLICATION" REGISTRATION PROCEDURE

a. Connect to the Delphi Online Services website:https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN
b. Select Student Section, Key 3 – "Enrollment in year two and following years"
c. Digit your personal ID number (matricola) and password in order to gain access to the student section
d. Modify or confirm existing data
e. Click on "Domanda cautelativa" (Precautionary Application)
f. Select "print": the system will issue your application and pay slip for payment
g. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
h. Link again to the Delphi Online Services website and validate your payment by tapping the "Convalida PagoPA" within 24 hours from the payment time
i. For students who are exempt from the payment of university fees, a pay slip marked ZERO Euros has be used for validation purposes.

VERY IMPORTANT

Students that have submitted a "Precautionary Application" in order to obtain a reduction in taxes and contributions but have **failed to graduate in time**, will have to, however, through their reserved area of the Delphi portal, authorize the university to consult the INPS

database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16th December 2020.
In cases where students have enrolled for the 2020/2021 academic year without a precautionary application, it will, however, still be possible to submit a late request by formally submitting the request to the Student Secretarial Office in question which will verify the validity of the application. If the late request is made **by 31st January 2021 and is accepted,** students will be refunded.

CANCELLATION OF PRECAUTIONARY APPLICATION

If students fail to graduate in the final session of the 2019/2020 academic year, they must connect again to their Delphi (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN) personal page and select "Cancelling a Precautionary Application".
The system will cancel the "Precautionary Application", and will proceed with the enrollment of the student in the 2020/2021 academic year issuing a pay slip regarding the first installment of university fees to be paid and validated, so that the system can print out the pay slip for next installment.
The first and second installments must be paid, in any case, no later than 7th June 2021.
You must pay a €100.00 penalty every time a payment is made after a deadline. The penalty will automatically be added to the following installment.

6.4 - Enrollment as a part-time student

Should students for work, family, medical, personal and other similar reasons consider it difficult to study the standard number of hours required in an academic year, they can choose to attend a university course part time. Students choosing this option will increase the number of academic years but can benefit from a 30% fee reduction. For more details, see Chapter 7–"Taxes and Contributions".
The choice of a part time course is **irrevocable**, while students that have enrolled in a full-time course can change and opt for a part-time one.
The 30% reduction for part-time students cannot be added to the exemptions listed in chapter7.6.2: "Partial Exemptions".

When you can choose the part-time option
It is possible to request the part-time option at the beginning of each academic year after having enrolled or registered in the academic years that follow. Students selecting this option in cases where they are enrolling or when registering in subsequent years must apply **by 31st December 2020**.
It is important to check, before proceeding with the application, whether the course of study provides for the possibility of part-time.

For part-time enrollment in healthcare area degree courses, part-time registration is only possible from the second academic year onwards and can only be requested for one year.

Natural duration of degrees and the arrangement of different course length

It is possible to apply for part-time conditions after initial enrollment and arrange a course length that is twice as long as the standard degree course, unless there are other time limits imposed directly in the didactic regulations of your course.

At the end of this period, students will be considered part-time students who are "fuori corso". You can still benefit from a 30% reduction but the payment will be calculated according to the "maximum tax" for your course. For more details, see Chapter 7–"Taxes and Contributions".

In cases where students:

- **obtain over 36 ECTS credits (CFU)** they will not be considered eligible for a discount in that year;
- obtain the number of ECTS credits (CFU) needed to qualify for the final exam in order to complete their degree before **the time limit for a part-time course**, they will, in any case, have to pay their fees for the entire period established.

The part-time option cannot be considered in any way differently from the normal duration of a university course regarding, for example, how many academic years should be taken into consideration when calculating retirement pensions and social security contributions. Certification, therefore, will indicate "normal" concerning the duration of the course from a juridical point of view together with the actual "agreed" duration for the part-time course.

INSTRUCTIONS ON YOUR PART-TIME REGISTRATION PROCEDURE

a. Connect to the Delphi Online Services website:https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN
b. Select Student Section, Key 3 "Enrolling part-time".
c. Fill in the online application regarding the part-time option.

This application will be received by the Student Secretarial Office, which will check the validity of the information contained before sending it to the Committee of the Didactic Structure (Consiglio di Corso di Studio) in question. In fact, the Committee of the Degree course will have to decide whether or not to accept the part-time option request, and can also provide students with a didactic proposal in order to help them better organize their studies.

Once the Student Secretarial Office in question has received the decision of the Committee of the Degree Course, students will be summoned in order to sign the contract at the Student Secretarial Office. They will also have to submit their self-certification concerning the work, family, medical or personal reasons which motivated their decision to opt for a part-time solution.

Chapter 7 – Taxes and contributions

The Tor Vergata University of Rome, in accordance with art. 1, paragraph 254, law no. 23 dated 11th December 2016 "Bilancio di previsione dello Stato per l'anno finanziario 2017 e bilancio pluriennale per il triennio 2017-2019", has defined the levels of student fees to be paid for degree courses, in accordance with the principles of equality, advancement and progress, aiming to guarantee the right to study and to promote student dedication and merit.

Therefore, as far as the 2020/2021 academic year is concerned, the university has set up a new system of tariff accounting structured as follows:

A) an all-inclusive contribution taking into account the ISEE-University, the degree course, the amount of ECTS credits (CFU in Italian) and the following classification of students:

a. **EU-students** and **non-EU students** whose family unit's **income is earned in Italy**;
b. **EU students** whose family unit's income is earned abroad and **who are enrolling or signing up for years following year one**.

The all-incluse contribution is referred to different contribution categories, as shown in the following table.

Contribution class 1 - **Ordinary taxation:** From 0 Euros to a maximum of 2,270 Euros - **Superior taxation:** From 200 Euros to a maximum of 2,576 Euros - **Maximum taxation:** From 450 Euros to a maximum of 2,932 Euros	- Bachelor's degree courses, one-cycle degree courses, Master's degree courses not included in other contribution classes - One-Cycle degree in Law and Construction Engineering-Architecture - Hybrid and online course[3] - Bachelor's degree in Food and Wine Tourism
Contribution class 2 - **Ordinary taxation:** From 0 Euros to a maximum of 3,100 Euros - **Superior taxation:** From 200 Euros to a maximum of 3,448 Euros - **Maximum taxation:** From 500 Euros to a maximum of 3,895 Euros	- One-Cycle degree courses (Medicine and Surgery and Civil engineering-Architecture), Master's degree in Human Nutrition Sciences, Master's degree in Health - Master's degree in Biotechnology (held in English) - Bachelor's degree in Engineering Sciences (held in English) - Master's degree in Physical Activities and Health Promotion (held in English) - Bachelor's degree in Managerial Engineering (mainly e-learning)

[3] A 20% discount is provided for these kinds of courses in the macro-area of Humanities.

	- Master's degree in Mechatronics Engineering (held in English) - Master's degree in Italian Language and Culture for Foreigners: Welcoming and Internationalization - Master's degree in Science for Health Professions of Prevention
Contribution class 3 - **Ordinary taxation:** From 0 Euros to a maximum of 3,600 Euros - **Superior taxation:** From 200 Euros to a maximum of 4,042 Euros - **Maximum taxation:** From 500 Euros to a maximum of 4,445 Euros	- One-Cycle degree in Dentistry and Dental Prostheses
Contribution class 4 - **Ordinary taxation:** From 0 Euros to a maximum of 4,250 Euros - **Superior taxation:** From 200 Euros to a maximum of 4,655 Euros - **Maximum taxation:** From 550 Euros to a maximum of 5,210 Euros	- Bachelor's degree in Business Administration and Economics (held in English) - Master's degree in Economics (held in English) - Master's degree in Finance and Banking (held in English) - Master's degree in Pharmacy (held in English) - Master's degree in Art History in Rome, from Late Antiquity to the Present (held in English) - Bachelor's degree in Tourism Strategy, Cultural Heritage, and Made in Italy (held in English)
Contribution class 5 - **Ordinary taxation:** From 0 Euros to a maximum of 5,250 Euros - **Superior taxation:** From 200 Euros to a maximum of 5,705 Euros - **Maximum taxation:** From 600 Euros to a maximum of 6,105 Euros	- Master's degree in Business Administration (held in English) - Master's degree in European Economy and Business Law (held in English) - One-Cycle degree in Medicine and Surgery (held in English) - One-Cycle degree in Conservation and Restoration of Cultural Heritage

Contribution class 6 - **Ordinary taxation:** From 0 Euros to a maximum of 7,250 Euros - **Superior taxation:** From 200 Euros to a maximum of 7,763 Euros - **Maximum taxation:** From 600 Euros to a maximum of 8,255 Euros	- Bachelor's degree in Global Governance (held in English)

Three types of contribution, for each contribution class, are based on the number of ECTS credits obtained and the year of registration for the degree course.

Ordinary taxation: applicable to those students who:

a. **enrolled in a degree course in the 2020/2021 academic year;**
b. enrolled in the 2019/2020 academic year and who **have obtained at least 10 ECTS credits (or 6 ECTS credits for part-time students)** from 10th August 2019 to 10th August 2020;
c. registered **within a delay of maximum one year later than the natural duration of the course and having obtained at least 25 ECTS credits (or 18 ECTS credits for part-time students)** from 10th August 2019 to 10th August 2020.

No-tax area
Within this Ordinary taxation, a no tax area is meant for students who have an ISEE-UNIVERSITY not exceeding 26,000 Euros.
Partial exemption
Within this Ordinary taxation, a partial exemption is meant for students whose the ISEE-UNIVERSITY is between 26,000 and 30,000 Euros.

Superior taxation: applicable to those students who do not fall under the ordinary taxation and are registered within a delay of maximum one year later than the natural duration of the course and have obtained at least 12 ECTS in the period from 10th August 2019 to 10th August 2020.
Partial exemption
Within this Superior taxation, a partial exemption is meant for students whose the ISEE-UNIVERSITY is between 20,000 and 30,000 Euros.

Maximum taxation: applicable to those students who do not fall under the ordinary or superior taxation and are:

a) registered with a delay of more than two years later than the natural duration of the course;
b) registered within a delay of maximum one year later than the natural duration of the course and have not obtained at least 12 ECTS credits (less than 6 ECTS in the case of students enrolled in the second year) from 10th August 2019 to 10th August 2020.

The tuition fee will be calculated based on the ISEE-UNIVERSITY, as follows:

- for an **ISEE-UNIVERSITY between 0 Euros and 90,000 Euros:** the contribution will be proportional to the value and will vary according to the contribution class and the type of taxation of the course;
- for **ISEE-UNIVERSITY of more than 90,000 Euros or for students that have no ISEE-UNIVERSITY**: the contribution will be the maximum foreseen for the contribution class and type of taxation of the course.

B) Non-EU students, for which the ISEE calculation is inapplicable in compliance with art. 8, paragraph 5, DPCM no. 159 dated 2013, enrolled in an academic year following the first one, have to pay, in addition to the regional tax and the stamp duty, a fixed annual contribution based on their Country of origin, as follows;

- 500.00 Euros if coming from the so-called "developing countries", as defined in the decree no. 62 dated 6th May 2020 issued by the MIUR;
- 1,000.00 Euros in all other cases.

C) Starting from the 2020/2021 academic year non-EU students enrolled in the first year, for which the calculation of the ISEE is inapplicable in compliance with art. 8, paragraph 5, DPCM no. 159 dated 2013, in addition to the regional tax and stamp duty, are required to pay:
a) the all-inclusive annual fee of 2,500.00, even if in possession of the DISCOLAZIO scholarship, if enrolled in the following three-year and master's degree courses in English: "M.Sc. Business Administration", "M.Sc. Finance and Banking", "B. Sc. Business Administration and Economics "," M.Sc. European Economy and Business Law "," M.Sc. Economics "and" B.Sc. Global Governance";
b) the fixed all-inclusive contribution per year on the basis of the Country of origin, even if in possession of the DISCOLAZIO scholarship (the scholarship recipients of the DISCOLAZIO scholarship are not subject to the payment of the regional tax) as follows:

- 500.00 Euros if coming from the so-called "developing countries", as defined in the decree no. 62 dated 6th May 2020 issued by the MIUR[4];
- 1,000.00 Euros in all other cases.

Enrollment of international students in higher education courses in Italy

Given the persistence of the COVID-19 emergency, the physical mobility of foreign/international students to Italy, as per the MIUR communication dated 22nd May 2020, must be replaced, at least for the whole of 2020, by e-learning, and therefore this category of students will be able to follow the lessons remotely for this period.
Nonetheless, the procedures for issuing visas for study purposes must be concluded by **30th November 2020**.

[4] Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Korea Dem. Rep., Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia e Zimbabwe.

In order to guarantee effective enrollment, foreign/international students will have to pre-enroll by paying a contribution of 200.00 Euros. Upon completion of enrollment, this amount will be deducted from the university contribution; otherwise, it will not be refunded.

On-line or blended courses within the field of Humanities (Lettere e Filosofia)
Also for the 2020/2021 academic year , the taxation of the previous year, i.e. the contribution class 1 reduced by 20%, is confirmed.
ATTENTION: in order to better understand the taxation system, a fee simulator is provided here: http://studenti.uniroma2.it/ (select: "Simulatore tasse").

7.1 - Verification of merit requirements for the calculation of university fees

The evaluation system regarding merits (the number of ECTS credits obtained) is calculated automatically and requires no official application by the student. The ECTS credits (CFU) must be obtained within the 12 months before August 10th, preceding registration. Only the registered exams within the above-mentioned date will be considered, except for credits obtained after an internship attended by students of health care degree courses. In this case, credits will be considered even if registered later than August 10th and before September30th.
ECTS credits (CFU) of eventual "integrated" exams need to be registered by August10th.
Credits obtained abroad at partner Universities during a student mobility program will be evaluated only if registered in the twelve months before August10th, preceding registration.

7.2 – Payment and deadlines of tuition fees

Students who intend to make use of the services provided by the Tor Vergata University of Rome must be **up to date** with the payment of fees and university contributions.
Students who have not duly paid their fees:

- cannot take exams
- cannot obtain any certificate relative to their student career
- cannot transfer credits to another university.

Fees and contributions have to be paid in the following way.

A) **First installment**
All students (except for those who are exempt from payment) must pay the first installment, which includes:

1. €16 stamp duty
2. €140 regional fee
3. university tuition, which varies according to the type of taxation:
   a. Ordinary taxation: 0 Euros
   b. Superior taxation: 200 Euros
   c. Maximum taxation: 332 Euros

An example of how the first installment is calculated is shown below.

	Taxation class (in Euros)		
	Ordinary	**Superior**	**Maximum**
Stamp duty	16	16	16
Regional fee	140	140	140
university tuition	0	200	332
Amount 1st installment	156	356	488

ATTENTION: for no-EU students, with no Italian citizenship and belonging to a family unit whose income is earned abroad, enrolling in their year one in 2020/2021, the first installment is equal to 156.00 Euros.

Deadline for the payment of the first installment

For **students enrolling in the first year**, the first installment must be paid during the enrollment procedures. If this is not specified in the course call, the first installment must be paid by **6th November 2020**.

For **enrollment in academic years following year one**, the first installment must be paid by **6th November 2020.**

The first payment slip is issued by the Delphi system in the section reserved for initial registration in year one or in the following academic years.

Penalties

In cases of late payment, a penalty will automatically be added to your next installment:

- 50.00 Euros for payments made by 31st December 2020
- 100.00 Euros for payments made after that date.

B) **Second installment**

The amount of the **second installment** is based on the contribution class of the degree course, the type of taxation (ordinary, superior or maximum) and the student's family income (ISEE-University).

PRINT OF SECOND INSTALLMENT PAYMENT SLIP

a. Connect to Delphi website: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN
b. Select "Student Section", key 4 "Manage Career online"
c. Select "Payment of Taxes and contributions"
d. Print the payment order

e. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
f. Link again to the Delphi Online Services website and validate your payment by tapping the "Convalida PagoPA".

Deadline for the payment of the second installment
The second installment may be paid in two ways:

a. **Divided into two payments (standard option)**
   - 50% by 31st March 2021
   - 50% by 29th May 2021
b. **A single payment by 31st March 2021** if you select "pagamento in un'unica soluzione" (single payment) or if the second installment is lower than 300 Euros.

Penalties
In case of late payment, a penalty will be automatically added to your next installment of:
- 50 Euros for payments within one month after the deadline
- 100 Euros for payments more than one month after the deadline

ATTENTION: it is important to remember that penalties due to late payments can be avoided by guaranteeing that all installments are paid within the established deadlines. In case of recalculation of the installments, the due balances/repayments will be made at the request of the student.
In order to better understand the taxation system, a fee simulator can be found here: http://studenti.uniroma2.it/ (select: "Simulatore tasse").

7.3 – Payment methods

Tuition and university fees can be paid using the PagoPA system. The PagoPA system guarantees electronic payments to the public administration.
Payments can be made in the following ways:
- online using your credit card at utov.it/pagopa;
- via APP IO of PagoPA if you have SPID credentials;
- via home/mobile banking through the CBILL circuit or members of the PagoPA system;
- at all bank branches or ATMs that allow you to pay through the CBILL circuit or are members of the PagoPA system;
- in the Sisal/Lottomatica betting shops.

It is not possible to pay PagoPA orders at the Poste Italiane Offices.
The updated list of all Payment Service Providers (PSP), where you can pay via PagoPA, can be found at the following link: https://www.pagopa.gov.it/it/dove-pagare/.
After payment, the student must return to the Delphi reserved page and validate the payment.
Information on payment methods, also online, is available at the following link: students.uniroma2.it/pagamento/.

ATTENTION

Use only the payment slip issued by the system at the moment of enrollment/registration. Any other payment made and in any other way (i.e. through a direct credit transfer) will not be considered valid in the enrollment procedure and will not be refunded.

7.4 - ISEE–University

Students who wish to apply for university tax reductions must, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is 16th December 2020.
Students who decide not to apply for a reduction in tuition fees, who do not have a valid ISEE-University, who have an ISEE-University of more than 90,000 Euros or who do not authorize the consultation of the INPS database will automatically have to pay the maximum fee for their contribution class.
The university will not accept ISEE certifications that:

- have expired and which are therefore invalid
- are incomplete or compiled in the wrong way
- are deemed to be ineligible to obtain tax benefits for university studies.

After the acquisition of the ISEE-University certification, taxes and contributions will be recalculated. Following this, no new forms of certification will be permitted for the remaining part of the academic year.

7.4.1– What is an ISEE certification and what is it for?

The ISEE certificate (Indicatore Situazione Economica Equivalente - Equivalent Economic Situation Indicator) is the instrument for assessing the economic situation of individuals who request subsidised social benefits. It is reserved for students from EU and non-EU countries who belong to a family unit with declared incomes in Italy. This can be obtained by combining and considering three elements: income, assets, and family. For the purpose of tuition fees, if parents are not members of the family unit, students can be considered to be a single member of the family only in the following cases:

- students have not been living in the original family home (or in a house owned by a family member) for at least two years since the date of their original enrollment application for each time they apply for a course;
- the student has an adequate income.

If both conditions are not satisfied, students will be considered as a member of their parents' family.
In accordance with current legislation, the only ISEE considered valid for the calculation of tax brackets and other benefits provided by the university is **the ISEE-University.**

7.4.2 – How to apply for an ISEE-University

In order to obtain the ISEE for services regarding the right to study (ISEE-University), students must fill in the form entitled "Dichiarazione sostitutiva unica(DSU) integrale" .
The DSU contains information about the family and its members and about the assets and incomes of each member of the family. It must be filled out and handed in at the following offices:

- Centri di Assistenza Fiscale (CAF);
- INPS, also online using the INPS portal.

Once compiled and submitted their DSU, students must wait for an average of ten working days to obtain their ISEE-University.
Given that in order to compile the DSU a lot of information concerning property, assets, and income must be collected, the procedure may be time-consuming. **Students should submit their DSU as soon as possible** to the CAF office which will provide the ISEE-University.
The university cannot offer a direct DSU service.
As soon as INPS or CAF provides the ISEE-University certification, the student must check on the Delphi platform that the uploaded document is correct and control the amount to be paid in the second installment.
Should any errors come to light, the student must report them through the following email address: caf@supporto.uniroma2.it.

7.4.3 – Foreign Students

In order to access the benefits provided for the reduction of university contributions, EU students belonging to a family unit whose income was earned abroad and who register or enroll in years following the first one have to obtain the ISEE-University certificate (data collection form for university indicator) at any CAF at national level by 16 DECEMBER 2020 and deliver it to the Student Secretarial Office.
To obtain an ISEE-University certificate, students must provide details regarding their incomes and assets in Italy and their incomes and assets abroad of each member of their family.
These documents need to be issued by the competent authorities in the country where the incomes are produced. They must also be officially translated by the Italian Diplomatic Authorities of that country together with the income expressed in Euros.
In those countries where obtaining such documents is difficult, the documentation may be requested at the foreign diplomatic Authorities in Italy and certified by the Prefecture in accordance with art. 33 DPR no. 445 dated 28th December 2000.
For foreign students from particularly poor countries indicated in the Ministerial Decree no. 1455 dated 9th June 2017, their income will be evaluated according to the documentation issued by the Italian Embassy in the student's country of origin in order to certify that the student does not belong to an upper-class family with a high income(DPCM dated 9th April 2001).
Once obtained their certificates, students must submit to the Foreign Student Secretarial Office a copy of their final ISEE-University certificate issued by a CAF office together with all the documentation related to the certification. Following this, students will be able to check the amount they will have to pay in their second installment.

Should any errors come to light, students must report them to the following email address: caf@supporto.uniroma2.it
For more info on the ISEE-University, please consult paragraph 7.4 of the present guide book or visit: http://studenti.uniroma2.it/.

7.4.4 – Deadline for the ISEE-University submission

The ISEE-University certification regarding the right to participate in a university course must be applied for by 16th December 2020. On receiving the ISEE certification, students, through the Delphi portal, must immediately authorize the university to obtain the ISEE-U from the INPS portal within the validity period of the certificate.
Through the Delphi portal, student must authorize the university to acquire the ISEE-U from the INPS portal within the validity period of the certificate.
Students who already have a valid ISEE-University do not need to apply for a new ISEE-University certificate for enrolment in the 2020/2021 academic year but must authorize the university to acquire the ISEE-University certificate from the INPS database through its reserved area of the Delphi portal by 16th December 2020. Therefore, students must not consign any document to the university, nor should they send their ISEE-University by e-mail.

Should the DSU not be presented by the deadline of 16th December 2020, **students will be placed in the highest income bracket** and therefore will not be entitled to any reduction in their tuition fees.

If the DSU is presented after **16th December 2020,** a penalty will be applied as follows:

Application dates	**Penalty**
From 17th December 2020 to 16th March 2021	150.00 Euros
From 17th March 2021 to 29th May 2021	200.00 Euros

The penalty for the late submission of ISEE-University **may be combined with other penalties** such as a late payment of tuition fees.
The penalty for the late transmission of your ISEE-University will not be applied in the following cases:

- enrollment in a degree (bachelor, master and one-cycle master's degree) if the deadline for the enrollment is later than 1st December 2020;
- enrollment in courses with an admission test after 1st December 2020;
- enrollment after 31st December 2020 due to a transfer from another university.

Students must retain their ISEE-University certificate as the university may in the future request to check it.

ATTENTION

After the acquisition of the ISEE-University certification, the taxes and contributions will be recalculated. Following this, no new forms of certification will be permitted for the remaining part of the academic year.

7.4.5-Recommendations

- Students who have applied for a DISCOLAZIO scholarship, **in the event that this scholarship is not awarded or is withdrawn**, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is 16th December 2020.
- Students who submit a "domanda cautelativa" (precautionary application) in order to obtain a reduction in tuition fees due to their income and **who fail to graduate in time** must, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is 16th December 2020.

7.5 - Exemptions

7.5.1 – Total exemptions

The following types of exemptions are to be considered for those students that are enrolled in bachelor's and master's degree courses, and one-cycle master's degree courses.

A) **Students with disabilities**

Students with certified disabilities, equal to or higher than 66%, or students with disabilities in accordance with art. 3, paragraphs 1 and 3, law no. 104 dated 5th February 1992, are totally exempt from the payment of taxes and tuition fees at initial enrollment and registration in the following academic years. Documentation, issued by a competent body, must be provided to demonstrate students' disability, which must be submitted to the Technical Secretary of theCommittee for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti conDisabilità) and DSA (CARIS) in 1, via del Politecnico (Faculty of Engineering).

In accordance with art. 5, law by decree no. 221 dated 7th May 1999, wounded and mutilated war victims are to be included in this category.

INSTRUCTIONS ON THE EXEMPTION PROCEDURE

Students that are entitled to total exemption must follow the above-mentioned enrollment instructions clearly stating the reasons behind their request (disabilities/victims of crime).
The system will release a €0 bank pay slip, which must be validated with the AUTH code printed on the slip. Students are required to consign their documentation certifying their disability to the Technical Secretary of Commission for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità) and DSA (CARIS) (segreteria@caris.uniroma2.it), within 60 days of their enrollment.
CARIS will check students' eligibility and, if it is considered valid, will:

- validate fee exemption;
- email the student in order to confirm the exemption of fees;
- send a copy of the disability document to the Student Secretarial Office.

If it is not considered valid, CARIS will:

- rehabilitate the payment of the first installment;
- email the student informing him/her that they must pay the first installment;
- inform the Student Secretarial Office that the student is not eligible for exemption.

In case of "temporary invalidity", students must address to CARIS (1, Via del Politecnico - Rome) before the enrollment in each academic year.

B) **Victims of organized crime and terrorism, plus victims injured in the course of duty**
Students who have become invalid or are sons and daughters of invalids as a result of acts of terrorism or organized crime in Italy are totally exempt from the payment of fees and university fees for enrollment in degree courses and subsequent registration in the academic years that follow. In accordance with the DPR no. 243 dated 7th July 2006, the victims of terrorism and organized crime are to be considered equivalent to victims injured in the course of duty together with their family members and children (100% disability) in accordance with art.30, law no. 118/1971.

C) **Political refugees**
Foreign citizens who have been officially recognized as political refugees in accordance with the Geneva Convention of 28th July 1951 and ratified through law no. 722 dated 24th July 1954 are exempt from the payment of university fees. Please note that political refugee students who do not maintain the pace of the exam program of the degree course or have gone beyond the natural duration of their course (fuori corso) are not entitled to this exemption. The percentage of students who can benefit from this exemption can be no higher than 5% of the total number of foreign students enrolled in the previous academic year. Students must prove their status of political refugee by providing official documentation issued by a specific Italian Commission for Political Refugees of the Ministry for Internal Affairs.

D) **Recipients of DISCOLAZIO Scholarship**

Students who have applied for a DISCOLAZIO scholarship must pay only a virtual stamp duty (marca da bollo) of 16.00 Euros. If they are neither winners nor eligible, following publication of the final DISCOLAZIO ranking list, they will have to pay their first installment within 30 days from when they have access to the payment procedure. The following payments will have the same deadlines as those foreseen for all students, or if more favourable, within 30 days of the deadline established for the first installment. Any students that make their payments after the expiry date will have to pay a penalty of 100.00 Euros.

If students do not validate their payment, their application will be considered invalid and they will lose all rights to a DISCOLAZIO scholarship.

In case DISCOLAZIO scholarship is not awarded or is withdrawn, if applicants are going to request tax reductions, they shall, through their reserved area of the Delphi portal, authorize the university to consult the INPS database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16 December 2020.

Non-EU students enrolled in the 2020/2021 academic year, who do not present the ISEE in conformity with art. 8 of the DPCM no. 159 dated 2013, are required to pay the fixed annual contribution even if in possession of the DISCOLAZIO scholarship (the recipients of the DISCOLAZIO scholarship are not required to pay the regional tax).

E) **Foreign students with scholarships**

Foreign students benefitting from scholarships granted by the Italian government obtained due to development programs and intergovernmental, cultural and scientific agreements, and relative periodical executive programs are totally exempt from the payment of tuition fees and contributions.

In the academic years that follow year one, tax exemption will depend on the renewal of the scholarship by the Ministry for Foreign Affairs, and conforming to the conditions provided in art. 4, paragraph 2 of law by decree no. 68 dated 29th March 2012.

F) **Students with an Italian high school grade of100/100**

All students with a high school grade (Italian school) of 100/100 are entitled to enroll for the first time in the first year of a university degree course at the Tor Vergata University of Rome with no payment of taxes. The only payments they must make are stamp duty (imposta di bollo) and regional tax.

G) **Winners of the National Mathematics Olympics and similar initiatives**

Winners of the National Mathematics Olympic Games or other similar initiatives are exempt from the payment of their first year fees. The only payments they must make are stamp duty (imposta di bollo) and regional tax.

H) **Students who have been awarded an Olympic medal**

Students who have been awarded an Olympic medal are totally exempt from the payment of tuition fees for the entire duration of the degree course. The only payments they must make are stamp duty (imposta di bollo) and regional tax.

7.5.2 - Partial exemption

The following partial exemptions are to be considered only for those students who are enrolled in bachelor's and master's degree courses and one-cycle master's degree courses.

The reductions in force for partial exemptions cannot be accumulated. Furthermore, please note that these reductions cannot be added to the 30% discount foreseen for part-time courses.

The procedure regarding the application for partial exemption of the second installment is activated on the Delphi platform following payment of the first installment.

Applications for partial exemptions must be compiled by 16th March 2021 (apart from maternity benefits, which must be requested by 31st December 2020).

A) **Students with disabilities between 46% and 65%**

Students with disabilities between 46% and 65% are entitled to a 20% reduction on their second installment in accordance with a ruling of the Executive Board of the university dated 24th March 2015.

Students must present a documentation which certifies their disability to the Technical Secretary of the Commission for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità) and DSA (CARIS) by 16th March.

CARIS will check students' eligibility and, if it is considered valid, will:

- validate fee exemption;
- email the student in order to confirm the exemption of fees;
- send a copy of the disability document to the Student Secretarial Office.

If it is not considered valid, CARIS will:

- rehabilitate the payment of the first installment;
- email the student informing him/her that they must pay the first installment;
- inform the Student Secretarial Office that the student is not eligible for exemption.

B) **Students with brothers or sisters currently enrolled at Tor Vergata University of Rome**

Each brother or sister is entitled to a 10% reduction of the second installment on condition that the ISEE-University of each brother/sister is equal to or lower than 23,000 Euros.

C) **Employees of the Tor Vergata University of Rome**

Employees of the university will have an automatic right to a 50% reduction in university fees regardless of their level of income.

D) **Sons and daughters of employees of the Tor Vergata University of Rome enrolled at the university**

A reduction of the second installment of 50% is meant for students who have at least one parent working on an open-ended or fixed-term contract with an ISEE-University of no more than 50,000 Euros.

E) **Students residing in Italy outside the Region of Lazio**

Students who officially reside in Italy outside the Region of Lazio are entitled to a reduction in university fees of 5%.

F) **Students with a degree grade of 110/110 who decide to enroll in a master's degree course**
A reduction in university fees of 10% is foreseen for students who have graduated at the Tor Vergata University of Rome or another Italian university with a score of 110/110 and who decide to enroll in a master's degree course.

G) **Students participating in the Olympic Games**
Students participating in the Olympic Games are entitled to a reduction of 30% of the "all-inclusive" tuition fee.

H) **Maternity**
During maternity, students can decide to interrupt their studies. Should students opt for this possibility of a one year break, the starting point will be based on the date of birth of their child. Mothers, from this date, will be able to choose within the following three years when exactly to exercise this right. Students deciding not to interrupt their studies for maternity reasons are entitled to a 30% reduction of university fees foreseen for their degree course for one year. Please note that it is possible to apply for this reduction by no later than 31st December 2020.

7.5.3 - Exemption from admission test payment

Participation in the admission and assessment tests for study courses for the 2020/2021 academic year which require the use of the university platform (https://ammissioneonline.uniroma2.it) is free. For the other courses an amount of 30 Euros is established with the exception of courses for which it is otherwise established in the various calls or notices.
The following categories of students are exempted from the contributions to be paid in order to participate in the admission test for bachelor's degrees, master's degrees and one-cycle master's degrees:

- disabled students in accordance with art. 3, paragraphs 1 and 3, law no. 104 dated 5th February 1992 or students with an invalidity equal to or more than 66% (DR 19161 dated 2nd June 2014);
- students who have graduated at the Tor Vergata University of Rome with a grade of at least 100/110 are exempted from the contributions to be paid in order to participate in the admission test for master's degree courses (CdA dated June 2019).

7.6 - Various contributions

The following table contains the contributions to be paid for the 2020/2021 academic year:

Copy of enrollment booklet (Libretto universitario iscrizione)	70.00 + 16.00 (stamp duty) Euros
Copy of your parchment document (Degree certificate)	120.00 Euros (stamp duty included)
Fee for the request of official recognition of academic qualifications obtained abroad and the relating issue	166.00 Euros (stamp duty included)
Students who have interrupted their studies	500.00 Euros for the enrolment resumption
Recognition of expired exams	60.00 Euros (request) and 500.00 Euros (in case of acceptance)
Contribution for outbound transfer (by 31/12/2020)	166.00 Euros (stamp duty included)
Transfer Contribution (by 31/12/2020)	66.00 Euros (stamp duty included)
Copy of parchment (degree certificate) for graduate schools, university masters and equivalent foreign academic qualifications	130.00 Euros (stamp duty included)

7.7 - Healthcare graduate schools

Students enrolled in the Schools of Specialization in the Health Area are required to pay university fees and contributions for the 2019/2020 academic year to the following extent.

Medical graduate schools (redefined in accordance with EU legislation)
Non-medical graduate schools with scholarships
First installment
Minimum enrollment fee established by the State: 201.58 Euros
Stamp duty: 16.00 Euros
Regional tax: 140.00 Euros
TOTAL: 357.58 Euros (rounded up to **358.00 Euros**)
Payment of the first installment must be made at the time of enrollment, whereas for registration in later academic years payment is to be made within two months of the start of lessons.
Second installment
Students registered from 2017/2018 academic year: 1,708.00 Euros
Members of the academic years prior to 2017/2018 academic year: 1,558.00 Euros

The second installment has to be paid within eight months of the start of lessons.

Non-medical graduate schools without scholarships
First installment
Minimum enrollment fee established by the State: 201.58 Euros
Stamp duty: 16.00 Euros
Regional tax: 140.00 Euros
TOTAL: 357.58 Euros (rounded up to **358.00 Euros**)
Payment of the first installment must be made at the time of enrollment, whereas for registration in later academic years payment is to be made within two months of the start of lessons.
Second installment
Students enrolled in the first year of course: 745.00 Euros
Students enrolled in years after the first one: 745.00 Euros
The second installment has be paid within eight months of the start of lessons.

Graduate schools of dental medicine
First installment
Minimum enrollment fee established by the State: 201.58 Euros
Stamp duty: 16.00 Euros
Regional tax: 140.00 Euros
TOTAL: 357.58 Euros (rounded up to **358.00 Euros**)
Payment of the first installment must be made at the time of enrollment, whereas for registration in later academic years payment is to be made within two months of the start of lessons.
Second installment
Students registered from 2017/2018 academic year: 1,708.00 Euros
Members of the academic years prior to 2017/2018 academic year: 1,558.00 Euros
The second installment has to be paid within eight months of the start of lessons.

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No exemption is foreseen for healthcare graduated schools. For late payments made beyond the established deadline the penalties are as follows:

- **50 Euros** within 30 days of the expiry date
- **100 Euros** over 30 days after expiry date.

7.8 - Graduate schools in Legal Studies

Students enrolled in the graduate schools in Legal Studies are required to pay university fees and contributions for the 2020/2021 academic year to the following extent.
Minimum enrollment fee established by the State and adjusted according to the inflation rate of 0.6%: 201.58 Euros

Stamp duty to be paid to the State: 16 Euros
university tuition: 1,184 Euros
TOTAL: 1,402 Euros
The regional tax of 140.00 Euros is to be added to the above-mentioned sum.
First installment: 702 Euros + 140 Euros = 842.00 Euros
Second installment: 700 Euros
The expiry date regarding payment of the second installment will be announced in the call for the 2019/2020 academic year.
For late payments made beyond the established deadline, the penalties are as follows:

- **50 Euros** within 30 days of the expiry date
- **100 Euros** over 30 days after expiry date.

7.9 - Tax refunds

All applications for tax refunds must be **submitted exclusively** to the Student Secretarial Office of the macro-area in question.
The Student Secretarial Office:

- if the application is accepted, will send the student and the tax refund office notification that the request has been accepted and the amount to be refunded;
- if the request is not accepted, will send the student notification that the request has been turned down.

The application form for tax refunds can be downloaded by connecting to the website www.uniroma2.it – studenti - segreterie studenti - modulistica (Students – Student Secretarial Office -application forms).

Refunds are possible in the following cases.

- **In cases where students pay twice by mistake or pay too much:** the application for a refund, including the receipt regarding the original payment, must be submitted within 30 days of the erroneous payment.
- **Students who pay their first installment of university fees but fail to submit the complete enrollment documentation to the Secretarial Office** (application for a refund due to an incomplete enrollment procedure): the application for reimbursement, together with all the necessary documentation, and the original receipt of payment must be submitted by 30th January 2021.
- **Students registering in a master's degree course who pay their first installment of university fees, but who fail to submit the documentation required in the matriculation procedure to the Secretarial Office** (refund application due to erroneous matriculation procedure): the application for a refund, which must be motivated and documented, should be sent together with payment receipt within 30 days of the date of payment of the first installment.
- **Students who did not make use of the ruling regarding postponement of enrollment and therefore have already paid their registration fees for the 2020/2021 academic year, provided they apply for a reimbursement by 30th January 2021**.

The following tax and contributions cannot be refunded:

- contributions paid for participation in admission and entry tests for access into degree courses;
- contributions for enrollment in single courses or exams;
- fees and university contributions in cases where students pull out of courses or transfer to another university;
- taxes and contributions paid in ways other than through the above-mentioned procedures.

Applications for refunds cannot be accepted after the end of the academic year (31st October).

7.10 - Sanctions and tax assessments

The university will apply the administrative sanctions to any student that makes false or misleading statements in their applications in accordance with art. 3, law no. 390 dated 2nd December 1991. Furthermore, if such infringements constitute a crime, they will be punishable in accordance with the criminal code.

When a false declaration has been identified, students must pay the difference between the sum established for the second installment resulting from the verification and the one established on the basis of their self-certification. An administrative penalty must also be paid, which will be the same figure as the difference between the two above-mentioned sums.

The Tor Vergata University of Rome will conduct a thorough but random check of the applications made by the students. In particular, it will control the veracity of the information they have provided regarding their families, by comparing the income and wealth data they have declared with the data registered in the information system of the Inland Revenue. To this end, the university has the right of direct access to Local Tax Offices (SIATEL) in order to make these controls.

Students who pay the maximum fees and contributions are excluded from this check.

Chapter 8 - During your career

This chapter will describe events and situations that may possibly occur during the course of your studies and the consequential administrative requirements.

8.1 - Interruption and resumption of studies

In accordance with law by decree no. 68/2012, if students do not renew their enrollment and at a later date decide on the resumption their studies, they must submit a specific application in order to resume their studies.

- In the period of interruption of your studies and until the end of the extraordinary session of the academic year of your resumption, you cannot take any exams regarding your period of interrupted study. In such cases, these results will be officially declared invalid.
- Requests regarding the interruption of studies are irrevocable.
- The interruption period is not taken into account when assessing academic merit.
- It is not possible to apply for more than two career interruptions within each cycle of your study course.

There are two types if study interruption:

A. Normal interruption, without having to explain the motivation behind your decision;
B. Interruption of studies due to serious and prolonged illness.

A) **Normal interruption**

This type of study interruption refers to when students do not renew their enrollment **for at least two academic years**. Students must pay **a fee of 500 Euros** in addition to the fees and contributions due for the academic year when their studies resume.

Before applying for a resumption of studies, students must regularize their payment of contributions (including unpaid installments and penalties) regarding their last academic year. When up to date with these payments, students must follow the instructions listed below.

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Section, key 4, "Manage Career Online", and enter your Personal ID number (matricola) and password
c. Select "During your career", and select "Resume studies after interruption"
d. Fill in the online application regarding your resumption of studies and then print it out
e. Submit the following documents to the Student Secretarial Office: Application for resumption of studies and Stamp duty of 16 Euros
f. The Student Secretarial Office will authorize you to resume your studies and will print out a pay slip requiring you to pay a fee of 500 Euros
g. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available in the following website: studenti.uniroma2.it/pagamento/
h. Link again to the Delphi Online Services website and validate your payment by tapping "Convalida PagoPA" within 24 hours from the payment time.

i. Students can then enroll in the new academic year following the procedure described in Chapter 6 "How to enroll in your second year and following years".

B) **Interruption of studies due to serious and prolonged illness or owing to maternity**

Students who have been forced to suspend their studies due to serious and prolonged illness, on condition they provide certification to confirm this, are entitled to total university tax exemption for at least one academic year during that period.

Female students are entitled to maternity leave of one year with total exemption from university fees during that period.

Before applying for a resumption of studies, students must regularize their payment of contributions (including unpaid installments and penalties) regarding the last academic year in which they were enrolled.

DEADLINE

Application can be submitted from 1st September 2020 to 31st December 2020

When up to date with these payments, you must follow the instructions listed below:

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Area, key 4, "Manage Career Online", and enter personal ID number and password
c. Select "During your career", and then "Resume studies after interruption"
d. Fill in the online application regarding the resumption of studies and then print it out
e. Submit the following documents to the Student Secretarial Office:
   - Application for resumption of studies
   - Stamp duty of 16 Euros
   - **Certificate of sickness or birth certificate regarding your maternity.**

The Student Secretarial Office, once controlled the documentation, will grant students access to the Delphi platform so that they can enroll in the new academic year following the instructions described in Chapter 6 "How to enroll in your second year and following years".

8.2 – ALIAS career for transgenders

The Tor Vergata University of Rome, as established by the Administrative Board on 26th April 2016, provides the so-called "ALIAS" career for transgenders in order to ensure their coexistence in a serene study environment, in which interpersonal relationships are built on fairness, mutual respect for each individual's freedom and inviolability. The administrative procedure consists in promoting an Alias career by providing a temporary identity, which cannot be consolidated, and by issuing a new ID badge reporting first and last name (chosen by the person concerned) and ID number (matricola). Alias career is a preliminary procedure

for the actions to be taken at the end of the gender transition, when the person's details shall be modified as provided by law no. 164/1982.
For further info, please contact our Comitato Unico di Garanzia (CUG) at:cug@uniroma2.it.

8.3- Discontinuing your studies[5]

The discontinuation of your studies is a formal and irrevocable act with which students decide to interrupt their university careers. It is important to know that students:

- can discontinue their studies at any moment of the academic year;
- are not required to pay any outstanding university fees and may not claim any refunds regarding installments that have already been paid;
- **it should be noted that any exam results obtained in academic years where students are not up to date with the payment of their contributions will be officially declared invalid. However, before starting their discontinuation procedure, students should duly pay their fees and contributions so that they don't lose their ECTS credits (CFU);**
- students may still obtain certificates regarding their study career, but they will include mandatory notification of the discontinuation.

INSTRUCTIONS ON THE DISCONTINUATION PROCEDURE

a. Fill in evaluation questionnaire on the "Quest Test" site:http://www.quest.uniroma2.it
b. Select item **401 – Career closure**
c. Keep the questionnaire code (CQ) issued by the system (Attention: the CQ has a validity of five days from the date of compilation of the questionnaire; following this expiry, the questionnaire must be recompiled)
d. Connect to the Delphi Online Services site: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
e. Select Student section, key 2 "Career Management Online"
f. Select the item "Career closure" in the appropriate space
g. Enter your Questionnaire Code (CQ);
h. Print out your discontinuation request;
i. **Submit your discontinuation application, a stamp duty (16 Euros), and your Transcript of records (Libretto) to the Student Secretarial Office.**

[5] N.B. Foreign Students – MIUR ruling (Circ. Prot. 7802 of 24th March 2014): "If foreign students who have already enrolled at an Italian university have discontinued their studies and have applied to enrol again at the same university, they cannot make use of the specific permit of residence issued for their previous registration. When students officially discontinue their studies, the motivations behind their original permission of residence permit become invalid and therefore their authorization will be annulled" (see art. 5, paragraphs 3, 4 and 5, law by decree no. 286 Consolidated law regarding the provisions pertaining to immigration regulations and norms regarding the status of foreigners" and subsequent amendments).

8.4 – Time limits for discontinuing your studies

If **eight consecutive academic years** have passed since the date of your last exam (the exam result can be positive or negative, but it must have been officially registered), you will no longer be considered a student of the university.
The time limit for health area degree courses is not calculated according to the last exam taken, but rather by taking into consideration a period of nine years since original enrollment.
The time limit remains as established even when students continue to pay their university fees.
With the exception of Health Care Courses, there is no time limit if students have passed all their exams but have yet to pass their graduation exam.

8.5 - Resumption of studies with exam recognition after discontinuation

If you have exceeded the time limit or have officially discontinued and you want to resume your studies, you will be regarded as students who are enrolling in their first year. Any possible recognition of previously acquired ECTS credits will depend on the decision of the Degree Course Committee (Consiglio di Corso di Studio).
Instructions regarding the resumption of studies after the time limit or following official discontinuation

a. Download the career reinstatement form for students who have exceeded their time limit or who have previously officially discontinued their studies together with the pay slip regarding a payment of 60.00 Euros. These can be downloaded by connecting to: **www.uniroma2.it – studenti - segreterie studenti - modulistica** (www.uniroma2.it - students - student secretarial office – forms)
b. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available in the following website: studenti.uniroma2.it/pagamento/
c. Link again to the Delphi Online Services website and validate your payment by tapping "Convalida PagoPA" within 24 hours from the payment time.
d. Submit the following documents to the Student Secretarial Office:
    - Career reintegration application
    - Stamp duty of 16.00 Euros
    - A € 60.00 pay slip
e. The submitted application will be evaluated by the Degree Course Committee in order to reinstate or partially reinstate your ECTS credits
f. The Student Secretarial Office will inform you regarding the ruling of the Committee, after which it will be possible to re-enroll.

Following the partial or full recognition of your examinations, in addition to paying the fees and the contributions regarding enrollment, **a 500 Euros una-tantum have to be paid within 15 days of receiving notification** from the Degree Course Committee.

Applications regarding the reinstatement of your ECTS credits following the discontinuation of your studies must be made at the same time as your new enrollment procedure. ATTENTION: your credits cannot be recuperated through applications made in later years.

8.6 - Suspension

Your career can be suspended for the following reasons:

- to enroll in foreign universities;
- military training institutes;
- Ph.D.;
- First and second level master's degrees;
- Graduate schools (until the qualification has been obtained);
- recipients of "research grants" in accordance with art. 22, law no. 240 dated 30th December 2010, for the entire duration of the grant, including possible renewals when provide by the law.

If you are registered in a degree course at the university and you want to enroll at a Higher Institute of Musical and Choreographic Studies, in accordance with the Ministerial Decree of 28th September 2011, which allows simultaneous registration, you will not be required to apply for a suspension.

During your suspension period, you can do nothing to further your university career, such as taking exams, modifying or submitting a study program, requesting official recognition of ECTS credits, studying abroad through the Erasmus program, or graduating.

Before you suspend your studies, you must be up to date with the payment of your university fees.

INSTRUCTIONS ON THE SUSPENSION OF YOUR UNIVERSITY CAREER

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Area, key 4 – "Manage Career Online" and enter your personal ID number (matricola) and password
c. Type in "During your career – suspension of studies"
d. Compile the online application regarding the suspension of your studies and then print it out
e. Submit the following documents to the Student Secretarial Office:
    - Application regarding the suspension of your studies
    - Stamp duty of 16.00 Euros
    - university transcript of records (Libretto)

The application must be made in accordance with the enrollment procedure. In this case, students are not required to pay university fees and contributions for that academic year.

However, in cases the suspension has been requested during an academic year because the new activity starts later, students must pay all the university fees and contributions for the 2020/2021 academic year.

INSTRUCTIONS ON HOW TO RESUME STUDIES FOLLOWING SUSPENSION

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Area, key 4 – "Manage Career Online"
c. Enter your personal ID number (matricola) and password;
d. Enter "resuming your studies after suspension" together with all the information regarding your suspended career
e. Fill in the online application for the resumption of studies and print it out
f. Submit the following documents to the Student Secretarial Office:
    - Application for resumption of studies
    - Certification regarding the attainment of your qualification or, a certificate demonstrating the years you were enrolled in your chosen course
    - A stamp duty of 16.00 Euros.

The Student Secretarial Office will then print out your pay slip regarding the fees to be paid and will return you your university transcript of records (Libretto).
In order to obtain tax reductions, consult chapter 7 – "Taxes and Contributions".

8.7 - Transfers

The term "transfer" refers to the possibility of enrolling in a course other than the one in which the student is currently enrolled. This transfer is possible between courses of the same macro-area as well as between two different macro areas of this university. It is not possible to switch to a course belonging to a former system, if this course is no longer active. Students may apply for a switch of course from 1st August 2020 to 31st December 2020 or by the deadline stated in the calls or specifically indicated in the regulations of each individual course. Before applying for a course switch, you may need to pass an admission test or have your study curriculum evaluated, depending on the specific course requested or on what is stated in the various calls. Only after the verification of the entry requirements for the new course you have chosen, can you then apply for a course switch.
Students must also be up to date with the payment of their university fees and contributions.

EXPIRY DATE

Students may apply for a course switch from 1st August 2020 to 31st December 2020.

INSTRUCTIONS ON THE COURSE SWITCH PROCEDURE

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Area – key 4, "Manage Career Online " and log on by entering your personal credentials;
c. Select in "During your career" > "Course switch request";
d. Fill in the course-switch application form and print it out together with a pay slip of 66.00 Euros (50.00 Euros + 16.00 Euros of stamp duty which is not refundable should students change their minds and decide not to opt for a course switch)
e. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
f. Link again to the Delphi Online Services website and validate your payment by tapping the "Convalida PagoPA" within 24 hours from the payment time.
g. Once the Student Secretarial Office has received your online course-switch application, it will send the documentation relating to your academic career to the macro-area / degree course requested
h. Periodically check the Delphi online services website to check the bureaucratic progress of your application, and, once completed, sign up for the degree course you have chosen
i. **You can enroll in the degree course you have chosen without paying any penalty**.

You must keep your old transcript of records (Libretto) and show it to the Student Secretarial Office of the new degree course you have chosen, once you have officially completed the transfer and paid your fees, so that a new label can be attached indicating the title of your new course of study.

8.8 - Inbound transfers

Inbound Transfer refers to a transfer from a degree course of another university to the same or other degree course of this university. It is not possible to transfer to a degree course belonging to a former university system if this course is no longer active.

EXPIRY DATE

Students may apply for a transfer from 1st August 2020 to 31st December 2020 or by the deadline indicated in the calls of the various courses or in accordance with the specific regulations for each individual degree course.

Before applying for your transfer, it may be necessary, depending on the regulations of your chosen degree course to apply for transfer **CLEARANCE (nullaosta)** which will be granted by the Secretarial Office of the degree course following a prior assessment of your academic qualifications (i.e. the ECTS credits obtained from another university). To do this, you must follow the instructions given below:

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Area > key 2 - Transfer from another university (Admission)
c. Select "CLEARANCE Request for Transfer (Preliminary Assessment of Qualifications"
d. Type in "Fill in the application" for the preliminary assessment of your qualifications for transfer
e. Select your chosen degree course
f. Fill in your application entering the data required and listing all the exams you have taken
g. Click "Next" and from the following page, note down your CTRL, which will serve to return to the menu and modify, delete or reprint your application
h. Click "print": your filled-out application will be printed out, together with a €0 pay slip and your automatic validation receipt with a protocol number.

Your application will be transmitted online to the Secretarial Office of the degree course in question for transfer authorization. You must wait for the Student Secretarial Office to evaluate your ECTS credits listed in your application. You will be able to verify the outcome of the assessment by entering your fiscal code (Codice Fiscale) and CTRL in the "Check Status of Application" link.

In any case, you must do and pass the **admission test** (for study courses designed for a limited number of students) or you must, when required, do the evaluation test. Then you must return to the first page of the Delphi online services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN) and select Key 1 > enrollment for admission tests / assessment tests.

Only when you are in possession of your Clearance for transfer request, which you have obtained from the Student Secretarial Office of your chosen degree course, or you have passed the admission test in courses where there are a limited number of places available, or you have chosen a degree course with an unlimited number of places available, can you can fill out the application for inbound transfer and at the same time submit your application for outbound transfer to your university of origin in accordance with the regulatory procedures in force. This application, in any case, must be made no later than 31st December2020.

The former university will then provide this university with your clearance form including your academic record.

INSTRUCTIONS FOLLOWING YOUR CLEARANCE

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)

b. Select Student Area > Key 2 - Transfer from another university (inbound) and digit "Inbound Transfer Request". You should then fill in the application, selecting the macro-area and your chosen degree course
c. Enter your personal data (if you insert your CTRL code of your previous "application requesting the verification of your qualifications regarding your transfer clearance", all previously entered data can be retrieved)
d. Print out your inbound transfer request with the relevant CTRL Code and do not lose it
e. Confirm your transfer request by clicking on key b.2 "Confirm your transfer request ": FAILURE TO TAKE THIS FINAL STEP MEANS YOUR TRANSFER APPLICATION WILL NOT BE SENT TO THE STUDENT SECRETARIAL OFFICE
f. Submit your outbound transfer request to your former university in accordance with its deadlines and procedures.

Check your TRANSFER STATUS by connecting to the Delphi online services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN) - Student Section - Key 2 Transfer from another university (Admission) - Click on Key b "Application for Transfer Admission" - select Key b.5 "Check Status of Transfer" and enter your personal fiscal code (codice fiscale) and CTRL code.
When the words "your transfer request has been accepted" appears, it means that the Student Secretarial Office has received a letter from your former university, and your clearance/evaluation of academic qualifications has been granted so you can now proceed to the ENDING PHASE of your enrolment.

REGISTRATION ONCE YOUR TRANSFER HAS BEEN ACCEPTED

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Section - Key 2 Transfer from another university (Admission) - select c. Application for Registration following the Acceptance of Transfer - and fill in the application form. Then follow the instructions.

If you transfer from another university, you must pay all the fees and university contributions required to enroll in this university, even if you have already paid to register in your former university.
The regional tax is to be paid only if your former university is outside the Region of Lazio.
For more information regarding enrollment fees, see Chapter 7 - "Taxes and Contributions".

8.9 - Outbound transfers

To transfer from a degree course of this university to the same or alternative study course of another university you should consult the didactic regulations of the chosen university.

EXPIRY DATE

Students may apply for a transfer from 1st August 2020 to 31st December 2020.

In order to make your transfer request:

a. you must be up to date with the payment of your university fees
b. you are not required to renew your enrollment, which must be paid to the university you wish to transfer to, taking care to consult your new university regulations
c. you must attach your clearance (nullaosta) regarding your transfer to your new university if you are applying for a new course with a limited number of places available.

INSTRUCTIONS REGARDING AN OUTBOUND TRANSFER

a. Connect to the Delphi Online Services site (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Area, Key 4 "Manage Career Online" and enter your personal ID number (matricola) and password
c. Select "during your career" - "Clearance for Transfer"
d. Fill in your transfer application online
e. Print out the 166.00 Euro pay slip (150.00 Euros + 16.00 Euros stamp duty, which is not refundable should students change their minds and decide not to opt for a transfer)
f. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
g. Link again to the Delphi Online Services website and validate your payment by tapping the "Convalida PagoPA" within 24 hours from the payment time
h. Only after validation, you have to go to the Student Secretarial Office and present:
    - A signed transfer application
    - A copy of your pay slip following payment
    - Your university transcript of records (Libretto universitario).

As soon as these documents are received, the Student Secretarial Office will forward **your clearance certificate** to the university you have selected.

8.10 – Enrolling in single-subject courses

As part of your professional upgrading, or curricular development or simply for your general cultural enrichment, you can apply to enroll in single-subject courses that are taught in a

bachelor's or master's degree program without having to enroll in the whole program itself. The following requirements are required to be entitled to take these single exams:

- you must be enrolled in a foreign university;
- you are students enrolled in other Italian universities, with permission of the university you are attending or you have applied according to specific agreements;
- you have graduated or have the academic qualification necessary to be enrolled in the degree programs of the university;
- you are graduates that do not have the curricular requirements needed to gain admission to a master's degree course, and must satisfy such requirements in accordance with the regulations laid out by the degree course committee.

The university governing body annually establishes the amount of enrollment fees that must be paid, with the exception of foreign students participating in inter-university mobility programs. Students enrolled in a degree course cannot register in other paid study courses referred to in this article.

Single-subject courses are subject to the same general or special regulations established for each Department in question, in particular with regard to matters such as attendance.

Exceptions regarding propaedeutical sequence may be authorized by the didactic structures involved.

The number of courses that can be attended in one year by the students mentioned in the previous paragraphs is established after evaluation of the sustainable limits of each single-subject course.

The number of places available for degree courses with a limited number of places depends on the evaluation of the Didactic Committee of the degree course in accordance with the facilities available, the sustainable teaching load and curricular requirements.

Students that have signed up for single exams are not eligible to receive the benefits foreseen for students enrolled in the university degree courses, except for students with disabilities and foreign students involved in inter-university mobility programs.

Students enrolled in a degree course cannot contemporarily enroll in individual courses.

Applications for single-subject courses can be submitted:

- for courses starting in the first semester from 17th September 2020 to 30th November 2020
- for courses starting in the second semester from 15th January 2021 to 15th April 2021.

For courses which require compulsory attendance, registration applications must be submitted before the start of the course or in accordance with the measures stipulated in the university degree program.

INSTRUCTIONS ONENROLLMENT IN SINGLE-SUBJECT COURSES

a. Connect to the on-line Services site(https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Student area
c. Section 3 – Enrollment in single courses
d. Fill out the application question and print it out

e. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available in the following website: studenti.uniroma2.it/pagamento/
f. Link again to the Delphi Online Services website and validate your payment by tapping "Convalida PagoPA" within 24 hours from the payment time.
g. Present the following documents concerning the single-subject course you want to attend to the Student Secretarial Office, before the beginning of the didactic period established for your chosen course:
    - Your application for enrollment in a single-subject course
    - A copy of your paid pa yslip
    - Your clearance (nullaosta) from your former university, if you are enrolled in another institution.

The Student Secretatial Office will issue the pay order regarding the single-subject courses. The cost of these single courses is calculated as follows:

- Humanities macro-areas:
    - 150.00 Euros per exam up to a maximum of 6 ECTS credits
    - 300.00 Euros per exam over 6 ECTS credits
- Science cmacro-areas:
    - 200.00 Euros per exam up to a maximum of 6 ECTS credits
    - 400.00 Euros per exam over 6 ECTS credits

▪ for each exam which is needed to integrate your curriculum for enrollment in a master's degree course: 100.00 Euros.

You can obtain up to a maximum of 36 credits per academic year.

Your payment receipt must be submitted to the Student Secretarial Office.

8.11 - Scholarships - Opportunities

DISCOLAZIO scholarships

The DISCOLAZIO scholarship, which is awarded following a selection, covers the costs to attend study courses at the university. The total amounts are updated annually and can vary according to the income bracket of students and can also depend on whether they are "students officially residing in Rome", "commuters" or "students who officially reside in another region". For more information, please visit: http://www.DISCOLAZIO.it/

Other scholarships and prizes

You can consult the following site and see the list of scholarships and prizes offered by the university:
http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section_parent/845

Student collaboration activities

It is possible to assign students forms of collaboration related to the services offered by the university, with the exception of those relating to teaching activities, assisting in university exams, and administrative activities. This working collaboration will total 150 hours, which will be carried out and organized according to the internal requirements of the structure in which the collaboration takes place. Students who are officially enrolled in study courses can

participate in this initiative. For more information, visit: web.uniroma2.it > Students > Opportunities
http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section_parent/3293

Erasmus plus

Erasmus+ promotes international mobility for students of all levels as part of the European Program for Education, Training, Youth, and Sport 2014-2020. This program, which has been in force since 1st January 2014, integrates and replaces the EU programs established for 2007-2013. If you are interested in Erasmus+ mobility and ongoing projects, please visit: http://torvergata.llpmanager.it

For more information on the Program's administrative procedures, send an email to the university Erasmus+ Office: erasmus.ateneo@uniroma2.it

For information on partner universities and exams that can be taken abroad as part of the Erasmus+ Mobility program, address to the Erasmus+ International Mobility Offices of the various faculties / macro-areas:

FACULTY OF ECONOMICS
petrini@economia.uniroma2.it; simona.de.angelis@uniroma2.it; Tel. 0672595752
FACULTY OF LAW
erasmus.socrates@juris.uniroma2.it; Tel. 06 7259 2355
MACROAREA OF HUMANITIES
erasmus@lettere.uniroma2.it; Tel. 06 7259 5186
MACROAREA OF ENGINEERING
ricci@ing.uniroma2.it; Tel. 06 7259 7256
FACULTY OF MEDICINE AND SURGERY
manuela.misiano@uniroma2.it ; jadwiga.szczur@uniroma2.it; Tel. 06 7259 6376
MACROAREA OF SCIENCES
laura.calconi@uniroma2.it; Tel. 06 7259 4471.

Internships andApprenticeships

The "Ufficio Rapporti con le imprese, Stage e Placement" of Tor Vergata University of Rome offers activities aimed at promoting its own students and graduates into the labour market. To this end, it cultivates relations with companies and institutions, in order to accompany students and graduates along the path towards their future employment.

By carrying out recruiting and career days, students and graduates have the chance to get into direct contact with companies and get to know a profession even before attaining their qualifications. In this way, they are allowed to carry out internships and apprenticeships, apply for degree prizes or scholarships, get to know job offers from Italian and foreign (inter)national companies and institutions.

As for the procedures required in order to carry out internships and apprenticeships, the students can contact each faculty/macro-area contact person:

- www.placement.uniroma2.it
- placement@uniroma2.it
- Tel. 06 72592627/3066/3650/3206

8.12 - Examinations, verifications and issue of certification

8.12.1 -Exams

An exam is a verification that you have to do and pass for each course foreseen in the official and/or individual study plan of your degree course. **The minimum grade is 18/30**, while **the maximum is 30/30** to which can be added a special distinction (cum laude). The final evaluation also takes into account the results of any **periodic tests** foreseen in some degree programs.

On passing the exam, students receive the **number of credits** foreseen for each course.

At the end of each course, students must take an exam at various time intervals, which are publicized. The type of exam varies according to the study course following the regulations of each didactic structure, which, depending on the specific characteristics of their courses, can establish a limited number of **exam dates** linked to the running of the course and an obligation to **repeat the course** if the exams have not been passed. Written exams can consist of **quizzes, multiple-choice tests, etc.,** while oral tests are public.

To be admitted to Exams / Evaluation tests, you must:

- have included the relevant lessons in the approved study plan;
- have obtained their declaration of attendance where foreseen in the course regulations;
- have satisfied the compulsory exam order;
- be in line with the payment of taxes and contributions.

Exams that have been taken without having satisfied all the above-mentioned requirements will be declared null and void. Students will receive written notice regarding the annulment of their exams. Once an exam has been passed, it cannot be repeated. If you have failed an exam, you will not receive a vote, but only a result that will be registered in the exam report (withdrawn or rejected) which will not be included in your curriculum and therefore will not affect the average of your final vote. In order to take an exam, students must have their university transcript of records (Libretto universitario) with them, and, where foreseen, an approved study plan.

8.12.2 - Study plan and exam booking

A study plan is the path that encompasses all your training activities (lessons, laboratories, etc.) that must be carried out to obtain your degree.

Each degree course involves a number of examinations, some of which are compulsory and are foreseen in the didactic program established by institutional bodies. There are others, however, which may be chosen by students. The sum of compulsory examinations and exams chosen by the student constitutes a student's study plan to be followed in order to reach the number of ECTS required to obtain a degree. During the compilation of your study plan, you can choose a part of your examinations from a pre-set list (optional), while others, you have total freedom of choice (free choice).

You can book many macro-area graduation exams online. It is possible to do so from 30 working days before the date of the exam to 4 working days before. The data is always visible. The electronic exam result registration service is directly linked to the above-

mentioned booking of exams. This electronic system, through a sequence of automatic procedures, considerably reduces the student exam result registration times and consequently certification.

8.12.3 - Graduation exam

To be entitled to take your degree and master graduation exam, you must first pass all the exams related to didactic lessons and other forms of test and have completed all the credits foreseen in your study plan.
You must also be up to date with your administrative obligations. In particular, you must be in line with the payment of all your fees and university contributions foreseen in your academic year, including the second installment even if it has yet to expire.
It is, however, possible not to pay your university fees for the 2020/2021 academic year if you intend to graduate during the final session of the 2019/2020 academic year (for which you are already registered) by compiling a special PRECAUTIONARY APPLICATION with which you apply for a deferral of your enrollment for the 2020/2021 academic year. For more information, see Chapter 6.3 "Deadline extension for the enrollment of graduates (precautionary application)".
This university has joined the **Alma Laurea Interuniversity Consortium**, a service which was set up in order to create a link between companies and graduates and to act as a point of reference within the university environment for all those (students, operators, etc.) who are involved, at various levels, in themes relating to university studies, such as employment, the condition of the young etc. The Alma Laurea Consortium, in particular, aims to:

- facilitate entry into labour market and improve the placement of young people on the workplace, help companies search for staff, improve the matching of labour supply and demand;
- guarantee the valorization of human resources through the continuous professional updating of graduate careers;
- monitor the study plans of students and analyze the characteristics and performance of graduates facilitating comparisons between different courses, study centres and macro-areas;
- analyze the internal efficacy of the training offer of universities;
- assess the needs and professional profiles required by public and private Italian and foreign companies;
- analyze the external efficacy of study course proposals through the monitoring of job opportunities;
- develop a synergic link with high schools in order to better guide high school students in their choice of university course and their work entry the labour market;
- promote every initiative which aims to facilitate the above-mentioned objectives both at national and European level.

INSTRUCTIONS ON THE ADMISSION PROCEDURE FOR YOUR GRADUATION EXAM

a. Connect to the Delphi website(https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)
b. Select Student Area, key 4, "Manage Career Online"
c. Select "Graduation exam > "Management of degree application"
d. **Print out the form regarding the consigning of your final degree thesis**, which must be filled out and signed by your supervisor
e. **Fill out online the "application regarding admission to your Graduation exam**" which must include the information already contained in the "Final thesis assignment statement". The system will also highlight your position concerning your ECTS credits and it will be possible to point out any anomalies regarding your exams, should there be any
f. *Students who are awarded their degree in accordance with the teaching regulations foreseen in the Ministerial Decrees no. 509 dated 1999 and no. 270 dated 2004 may, while compiling their degree application, also apply for a Diploma Supplement. In any case, students can apply for a Diploma Supplement at a later date by filling out an application form that can be found online*
g. **Print out your Degree application**. The system will provide you with your degree application and a 16.00 Euros pay slip for the issuing of your original degree diploma (parchment)
h. **Select the "Alma Laurea Registration" link** in your personal area only when you have concluded the procedure outlined in step 4. Following registration, the system will provide you with your personal credentials (personal ID number and password) so you will then be able to fill out the electronic Alma Laurea questionnaire. Connect to the **Alma Laurea** website (http://www.almalaurea.it/) - Select "Students and Graduates" - "Alma Laurea Questionnaires". Once you have filled in your questionnaire, you can print **out** your Alma Laurea questionnaire compilation receipt. If you have any problems registering on the Alma laurea web site, please call the toll-free telephone number 800 720 772. **ATTENTION You do not have to consign this receipt to the Student Secretarial Office**
i. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
j. Link again to the Delphi Online Services website and validate your payment by tapping the "Convalida PagoPA" within 24 hours from the payment time
k. At this stage, the system will verify that the Alma Laurea questionnaire has been completed. If the questionnaire has not been filled out or is incomplete, you will not be able to complete the admission procedure for your graduation exam
l. **Consign all your documentation to the Student Secretarial Office in question** (consult days and opening hours on the university website) within 30 days of the exam date and in any case before the deadlines established by each macro-area:

- declaration regarding the assignment of your final thesis signed by your supervisor;
- application regarding admission for your graduation exam, which must be complete and then signed in front of a secretary from the Secretarial Office;
- the university transcript of records (Libretto universitario);
- photocopy of your receipt of payment;
- a copy of your last approved study plan if you are submitting your own study plan;
- the traineeship booklet (Libretto universitario di tirocinio) (for students of the Faculty of Medicine and Surgery).

The Student Secretarial Office will verify the documentation you have submitted. Further information on graduation regulations and instructions regarding how to consign your degree thesis is available on the various macro-area websites.

Economics	www.economia.uniroma2.it
Law	www.juris.uniroma2.it
Medicine and Surgery	www.med.uniroma2.it
Humanities	www.lettere.uniroma2.it
Engineering	www.ing.uniroma2.it
Sciences (Mathematics, Physics and Natural Sciences)	www.scienze.uniroma2.it

ATTENTION: if for any reason students postpones the discussion of the degree thesis after having made a request, they must submit a new application provided with the relating 16.00 Euro stamp duty.

Degree and master/master graduation examinations together with first and second-level specializing masters are public. The final grade is expressed in one hundred tenths (110). The minimum grade is 66/110 and the maximum is 110/110. The highest rating can be further improved by adding the term "with distinction" (cum laude).

8.12.4 – Collecting your graduation parchment

When your graduation parchment is ready, you must go to the Student Secretarial Office (see opening times), in order to present:

- the receipt of payment relating to the issuing of your parchment, which must be paid when you make your application for your degree;
- a valid personal identity document. Should you decide to delegate someone else to collect your parchment, they will have to bring a written delegation from you together with a photocopy of your personal identity document and a photocopy of theirs.

For more information, please visit: www.uniroma2.it – Studenti – Ufficio Stampa Pergamene (the office responsible for the printing of your final degree parchment)

8.12.5 - Diploma supplement

The university can issue you with a bilingual edition (Italian-English) of your degree certificate. This Diploma Supplement is a supplementary version of your degree certification in the English language.

OBTAINING YOUR DIPLOMA SUPPLEMENT

The diploma supplement was set up by the European Commission, the Council of Europe and Unesco/Cespes, in order to provide independent data to improve the international clarity and homogeneity of qualifications, so promoting student mobility and the official recognition of academic and professional qualifications abroad.
It is a certificate that contains only official student career data, and excludes discretionary assessments, declarations of equivalence or suggestions regarding recognition. It describes the nature, level, context, content and status of the studies carried out and completed by the student.
More specifically, you can apply online together with your application for your degree (see paragraph "Graduation exam") or at any time after graduation as indicated in the following paragraph "Certification issue".

8.12.6 – Certification issue

In order to obtain any form of certification regarding your university career, you must be up to date with the payment of your fees for the period concerning your certificate application.
All certificates must be replaced by a **self-certification, in accordance with art. 75 and 76 of the DPR no. 445 dated 28th December 2000,** when they are obtained for public administration bodies or private public service providers.
In fact, in accordance with art. 15, law no. 183/2011, from 1st January 2012, public administrations and public service operators can no longer request or accept from private clients certificates issued by other public offices. The bottom of certificates now, therefore, include the words "this certificate cannot be consigned to public administration bodies or to private public service providers".
In absence of the above-mentioned declaration, your certificate will be considered invalid.
The only exceptions to this ruling are the following ones:

- certificates to be consigned to judicial offices, when they exercise juridical activity; in this case, the certificate will include the words "in accordance with art. 40 DPR no. 445 dated 28th December 2000 and is issued only in order to be filed in the documentation of court cases;
- certificates issued for the purpose of renewing/issuing the residence permit or the EU permits for foreign citizens; in this case, the certificates will include the words "certificate issued for the procedures regulated by norms concerning immigration" (application for a permission of stay document);

- certificates to be consigned abroad, issued both in Italian and English, which will include the words "in accordance with art. 40 DPR no. 445 dated 28th December 2000; this certificate is issued only to be used abroad".

Procedure: you can apply for the certificate by submitting a specific request on the application form provided by the Student Secretarial Office or downloaded from the Delphi online services website (https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN). Select Student Section, Key 4, "Manage Career Online" > Applying for certification.
ATTENTION: in accordance with law by decree no. 196 dated 30th June 2003, certificates are issued exclusively to the person concerned or to third parties in possession of a valid identity document and a signed delegation accompanied by a copy of the identity document of the student applicant.

CERTIFICATION INCLUDING/NOT INCLUDING STAMP DUTY
According to the regulations in force, only certificates with the appropriate 16.00 Euros stamp duty (certificati in bollo) can be issued and, in this case, the application is also subject to the stamp duty.
Only in cases where an exemption from stamp study is foreseen by the legislation in force (Annex "B" to DPR no. 642 dated 1972) can a certificate on plain paper be issued (carta semplice). In this case, the party concerned when applying for their certification must state why they are exempt (i.e.: welfare, residence permit, etc.).
The following certificates can be issued by this university
Certificates for STUDENTS
Enrollment*
Enrollment with passed exams*
History of the student's career
Enrollment and attendance
Exams sustained
Certificate regarding the passed exams taken (for students enrolled in single courses)
Certificates for GRADUATES
Degree*
Degree with final grade*
Degree with final grade and all exam details*
Degree with final grade, all exam details and the title of dissertation*
* **Recent addiction: this university has made it possible to issue you with the above-mentioned certificates marked with an asterisk also in English.**

8.12.7 – Duplication of your university transcript of records (Libretto universitario)

Students who request for a duplicate of their transcript of records (Libretto universitario) due to loss, theft or damage must download the application form from http://web.uniroma2.it/module/name/Content/newlang/english/navpath/SEG/section_parent/600 0 section and submit it to the Student Secretarial Office in question:

- a compiled application form
- a stamp duty of 16.00 Euros
- two identical photographs

- your damaged booklet or official declaration reporting loss or theft, in accordance with current regulations
- receipt of payment of 70.00 Euros.

8.12.8 - Self-certification

On 12th November 2011, law no. 183 came into force. This law, among other norms, includes art. 15, which foresees further regulations concerning the simplification of administrative procedures.
From 1st January 2012, the public administration and private institutions that are public service providers can no longer request or accept private certificates issued by public administration offices. In such cases, the user must self-certify that they are in possession of the requirements requested.
In cases where students must declare positions, personal skills and characteristics to the university, they can use a self-certification form (art. 46 DPR no. 445 dated 28th December 2000) downloadable from http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section_parent/6000
These self-certifications are exempt from stamp duty (in accordance with art. 37 DPR no. 445 dated 28th December 2000). The following documents cannot be self-certified:

- medical, health, and veterinary certificates
- certificates of origin and compliance with EU Community rules
- patents and trademarks.

There will no longer any control of what you have declared in your self-certification so you will not be asked to provide any original certification, but the public administration will carry out verification checks. Severe penal sanctions are foreseen for those who make false declarations (in accordance with art. 76 DPR no. 445 dated 28th December 2000.

8.13 - Additional services provided

8.13.1- Libraries

The library system of the Tor Vergata University of Rome is mainly based on area libraries and their printed and electronic catalogues.
The area libraries were set up according to criteria of scientific and cultural homogeneity and are located in the various macro-areas of the university.
Access to facilities is open to all members of the university community. Each area library independently regulates the access of other scholars and the public. There are also departmental libraries in the macro-areas of Law and Engineering.

Area Libraries
Economic Area Library - Vilfredo Pareto
2, Via Columbia - 00133 Rome
Tel. 06 7259 5526 Fax 06 2040 236
e-mail:v.pareto@economia.uniroma2.it

Opening hours: Monday, Wednesday, Friday from 8.40am to 6.30pm; Tuesday, Thursday 8:00am to 7.00pm
website: http://economia.biblio.uniroma2.it

Law Area Library
50, Via Cracovia - 00133 Roma
Tel. 06 7259 2121/19 Fax 06 7259 2115
Opening hours: Monday to Friday from 8.30am to 6.30pm
website: http://juris.biblio.uniroma2.it

Biomedical Area Library - Paolo M. Fasella
1, Via Montpellier (second floor block D of the Faculty of Medicine and Surgery) - 00133 Rome
Tel. 067259 5413 Fax 067259 5421
e-mail: mazzitelli@biblio.uniroma2.it
Opening hours: Monday-Friday: from 8.15am to 6.30pm
website: biomedica.biblio.uniroma2.it

Engineering Area Library
1, Via del Politecnico, - 00133 Rome
Tel. 067259 7109-7108-7106 Fax 06.7259 7109
e-mail: ingegneria@biblio.uniroma2.it
Opening hours: Monday-Thursday 9.30am to 6.00pm, Friday 9.30am to 1.00pm website: ingegneria.biblio.uniroma2.it

Literary, History, Philosophy Area Library
1, Via Columbia - 00133 Rome
Tel. +39 06 7259 5226 Fax +39 06 7259 5178/5238
e-mail: Lettere@biblio.uniroma2.it
Opening hours: Monday-Friday from 8.45am to 6.45pm
website: letters.biblio.uniroma2.it

Scientific Technology Area Library
1, Via della Ricerca Scientifica (first floor, orange area) - 00133 Rome
Tel. +39 067259 4281 - Fax +39 067259 4499
e-mail: dicicco@biblio.uniroma2.it
Opening hours: Monday-Friday 9.00am to 6.00pm
website: scientifica.biblio.uniroma2.it

Digital Library
The Tor Vergata Digital Library aims to provide detailed information regarding all the electronic resources available to members of the university, ensuring simple and direct access.
Please visit the Digital Library site at: http://d-library.uniroma2.it/?HomePage

8.13.2 - University sports centre

CUS ROMA TOR VERGATA (CUS) has the following aims:

- the practice, promotion and upgrading of physical education and university sports activities, as part of amateur sports activities, and the organization of amateur sports activities, including didactic activities;
- the organization, at regional level, of local, national and international sporting events and the participation of the FISU and other bodies within CONI, in compliance with art. 1, paragraph 4;
- the promotion of sport, collaborating with families, institutions, schools and educational structures, as a social right which imposes the establishment and increase of related services for all types of student paying particular attention to the disabled, and the teaching and non-teaching staff of the universities;
- the development and organization of meetings, events and sporting activities (also non- competitive events), training courses and updating courses for technicians, executives and students, of motor and sports training centres in the sector of sport for all and in free time, in agreement with the universities in which they operate and in accordance with current laws, and in conjunction with the faculties and degree programs of motor sciences, local authorities and bodies operating in the fields of interest of the Federation;
- the funding, participation and activation of projects and research and training programs in sports-related disciplines, to be carried out in agreement with the university in question, either independently or at public and private research institutions, both national and foreign, with the aim to promote interdisciplinary training and school-university integration within an open and continuous process of learning, also through sporting culture; the sustainable implementation of studies, premiums, scholarships, traineeships or training contracts, research fellowships and equivalent initiatives in the field of the disciplines relating to motor and sports activities, of an educational, scholastic and university nature, taking into consideration the universities involved;
- the dissemination of cultural and editorial activities, also through specialized study centres or similar structures.

Sports activities

Athletics
Beach volleyball
Wellness (Massage centre, aesthetics)
Men's 5-a-side Football
Women’s 5-a-side Football
11-a-side Football
Canoeing /Kayaking
Boating
Cycling
Running
Criterium (Greco-Roman Wrestling)

Dance sport
Horse riding
Fitness (gym, weights room and fitness courses)
Golf
Judo
Karate
Swimming
Male Basketball
Female Basketball
Male Volleyball
Female Volleyball
Weight lifting
Boxing
Fencing
Skiing
Taekwondo
Tennis
Table-tennis
Shooting
Archery
Sailing

E-mail: info@cusromatorvergata.it
Social media: CUS ROMA TOR VERGATA (Facebook, Twitter, Instagram) Website: http://www.cusromatorvergata.it/

8.13.3- Student Ombudsperson

The Student Ombudsperson is the authority you can contact in order to make complaints, observations and proposals. The objective of this organization is not only to act as a form of guarantee for students, but can also, through their comments, promote improvements in teaching activities and the services of the university.
When contacting the Ombudsperson, students have the right to remain anonymous if they wish. The student Ombudsperson is Prof. Giovanni Bruno.
Students can meet the Ombudsperson by fixing an appointment in the following hours:
Thursday from 11am to 12am in room no. 37 – 1st floor (former Faculty of Letters)
Tel. 067259 2628
e-mail:garantestudenti@uniroma2.it

8.13.4- Accommodation

A) **Campus X: Accommodation for students in Tor Vergata**
Situated in the green belt of the Tor Vergata neighbourhood, CampusX Roma offers its residents the opportunity to reach their own faculty on foot. It is also near the airports of Fiumicino and Ciampino and only a short walk from the Tor Vergata Polyclinic Hospital.
The Campus can provide accommodation for about 1,200 people with 718 available lodgings, which can be single or double. It offers a large range of excellent services which will help students considerably their university lives.

For information, contact:
info@campusxroma.it
http://www.campusx.it/

B) **DISCOLAZIO accommodation**
In order to minimize the inconvenience of living a long way from your place of study and to facilitate the attendance of university courses, DISCOLAZIO provides accommodation on its premises (a limited number available) to enrolled students for a period of 11 months (August excluded).
For more information, please consult: http://www.laziodisu.it/default.asp?id=790

C) **university Residences - Rui Foundation**
Thanks to a convention with the Tor Vergata University of Rome, the Rui Foundation (International university Residences) offers 10 places at reduced prices (1,000 Euro discount on university residence rent, which can be combined with other reductions and scholarships offered by the Rui Foundation), in favour of the most deserving students.
The Rui Foundation university Residences are excellent lodgings, which host Italian and foreign students. In addition to providing food and lodging, students are offered training and personal growth paths in order to assist them in the completion of their university career.
For more information, consult http://www.rui.it

RuiCollege
Rui is one of the university colleges of merit recognized by the Ministry of Education. Since 1959, it has hosted more than 3,000 students from all over the world and from all university disciplines. It is near the LAURENTINA underground stop (Metro B). It will take you about 30 minutes to reach the university premises on public transport.
For more information, consult http://www.collegiorui.it

The Porta Nevia university residence
Nevia Gate is an international university residence that offers young off-campus university students high quality accommodation in a family environment.
For more information, consult http://www.collegioportanevia.it

Celimontano university residence
Celimontano is a College of the Rui Foundation in the centre of Rome (Via Palestro 7). It is a stimulating environment set in a rich cultural setting.
For more information, consult http://www.celimontano.it/

8.13.5 – SOS CUG and psychological counseling

Law no. 183 dated 2010 introduced relevant modifications to art. 1, 7, and 57, law by decree no. 165/2001 and also introduced, into public administration, a "Comitato Unico di Garanzia per le pari opportunità, la valorizzazione del benessere e contro le discriminazioni" (CUG). It entails, rationalizes, enlarges, and reinforces the functions previously carried out by the various committees promoting equal opportunities and contrasting mobbing, such as

"Comitati per le Pari Opportunità" and "Comitati Paritetici per il contrasto al fenomeno del mobbing".
Aimed at ensuring formal and substantial equality, in accordance with art. 3 of the Italian Constitution, the purpose of the CUG is to oppose any sort of direct/indirect discrimination, including gender discrimination.
Therefore, the CUG is committed to removing all those factors which may negatively impact on equality, well-being, and security in work environments, which may determine inequalities in pay and career advancement.
As a body which supervises, guarantees, and promotes equality, non-discrimination, well-being, health, and security, CUG represents a fundamental reference point for all the bodies, committees, and commissions of the university and for its whole community.
CUG activities and projects: studenti.uniroma2.it/cug/
For further info on how to join and more:
http://web.uniroma2.it/module/name/Content/navpath/CUG/newlang/italiano/action/showpage/content_id/20861/section_id/
e-mail cug@uniroma2.it

8.13.6 - Commission for the inclusion of students with disabilities and DSA (CARIS)

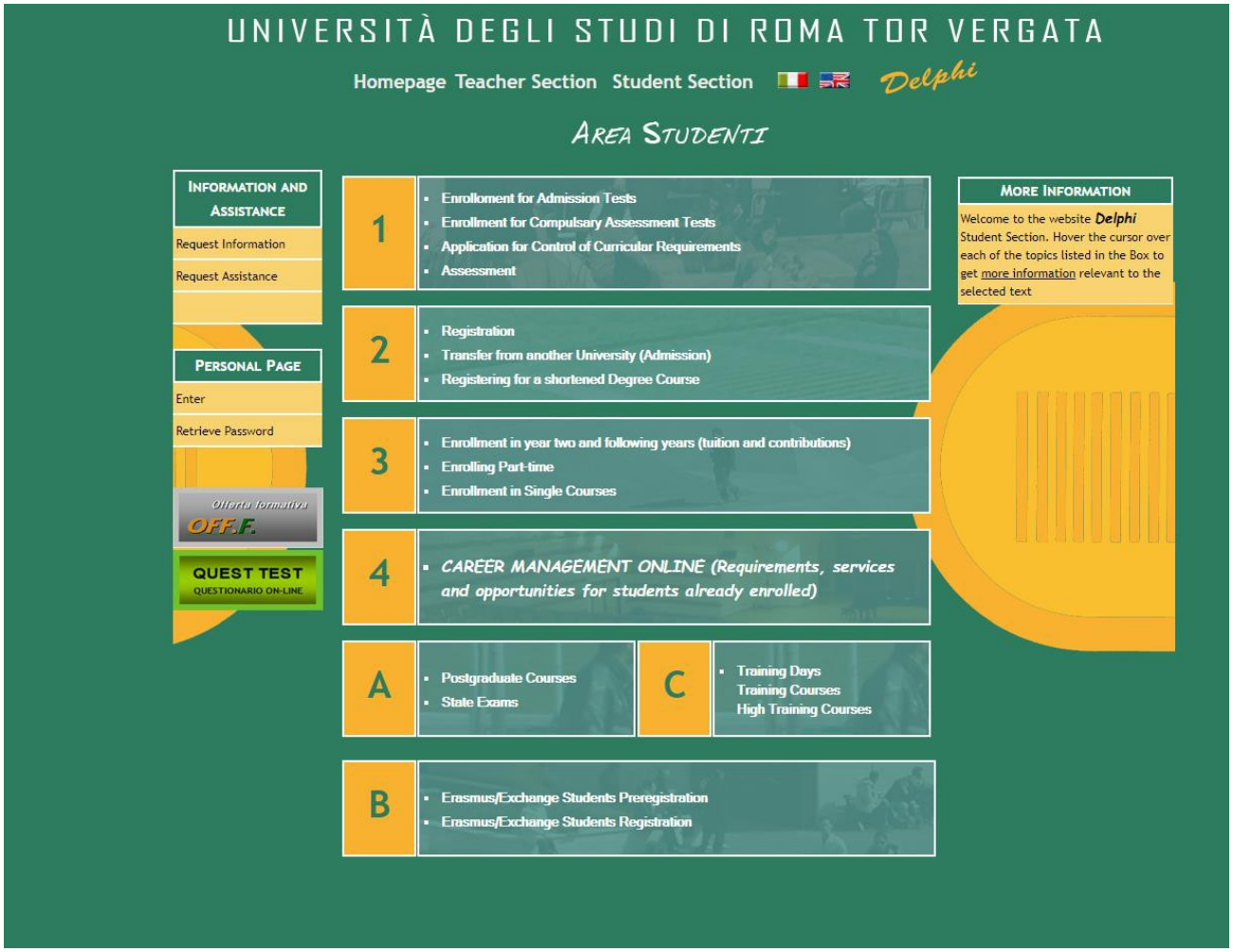
CARIS is the university structure that coordinates, monitors and supports all activities regarding the integration into university life of disadvantaged students. These include students with disabilities, with specific learning difficulties such as dyslexia, dysgraphia, dysorthographia, dyscalculia or temporary difficulties. Since it was set up in January 2000, a special commission has organized a series of integrated actions aimed at overcoming technological, IT, organizational and management barriers. It also analyses and promotes interventions aimed at overcoming architectural barriers. Its final goal is to help create a more "friendly" campus, which guarantees the right to study for all students.
Headquarters: Engineering macro-area, new teaching buildings, ground floor, 1, Via del Politecnico - 00133 Rome.
Tel. 062022876, tel / fax 067259 7483
e-mail: segreteria@caris.uniroma2.it
Office opening hours: Monday, Wednesday and Friday from 9am to 12am; Tuesday, Wednesday and Thursday from 2pm to 4pm.

8.13.7 - Online Delphi platform

The Tor Vergata University of Rome offers its students a series of online services, which helps them carry out a number of administrative tasks without having to go to the Student Secretarial Office.
Delphi is a system used by the Tor Vergata University of Rome which provides a number of services for students and teaching staff. Having opened the home page, you can select your status.
Having logged into the system as a student, it is possible to gain access to various services provided for those who are already officially registered and for future students.
https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN
The main activities provided online are the following:

- Signing up for the admission test
- Enrollment
- Registration in academic years following year one
- Exam management
- Transfers
- Password management.

ATTENTION: all info on the student's career is contained inside his/her reserved area and are considered as notified for all the purposes of law. Therefore, the student shall periodically consult his/her reserved area.



8.13.8 - Uniroma2-live - Online services for Tor Vergata students

The university provides enrolled students with a number of important instruments/services on line which are free of charge.

In particular, the following services are provided by compiling a request on the Delphi portal.

1. Office 365: a Microsoft application that is available to students free of charge, which can be used as an online platform or as a software package that can be downloaded on a PC. Using the same entry code, each user can install Office on 5 PCs or Macs, 5 tablets

(Windows, iPad and Android) and 5 smartphones. Furthermore, a cloud of 1000 gigabytes is activated for each student
2. Matlab
3. university post: the university provides all students with an email service
4. MLOL: **M**edia**L**ibrary**O**n**L**ine is a digital library project which combines public libraries and digital lending. Through this portal, students can gain free access to scientific articles, music, films, e-books, images, data bases, online training course (e-learning), magazines and newspapers. This service is accessible from the library or directly from your home. Alternatively, thanks to MLOL Reader (downloadable from Google Play and App Store) access is also possible with a mobile device such as a phone or tablet.
5. Wifi: students can gain access to a wifi signal, which covers the entire campus. A number of networks are available with various levels of service:
    a. eduroam (advised access for students, with no bandwidth limitations and also available abroad)
    b. uniroma2-CP-NG (legacy technology based on captive portal)
    c. WIFImetropolitano (re-broadcast of the network managed by the metropolitan city of Rome)
    d. uniroma2-ccd (management network controlled by the data centre)
    e. uniroma2-sensor-network (for IoT applications)
6. National instruments: software including LabVIEW with the relative toolkits, Veristand, Multisim and all that is included in the Academic Site License. It is also possible to gain access to traditional and online training courses
7. Microsoft ImagineX
8. Tax and contribution simulator

For more information regarding all the services available, consult: http://docs.ccd.uniroma2.it/

8.13.9 -Regulations

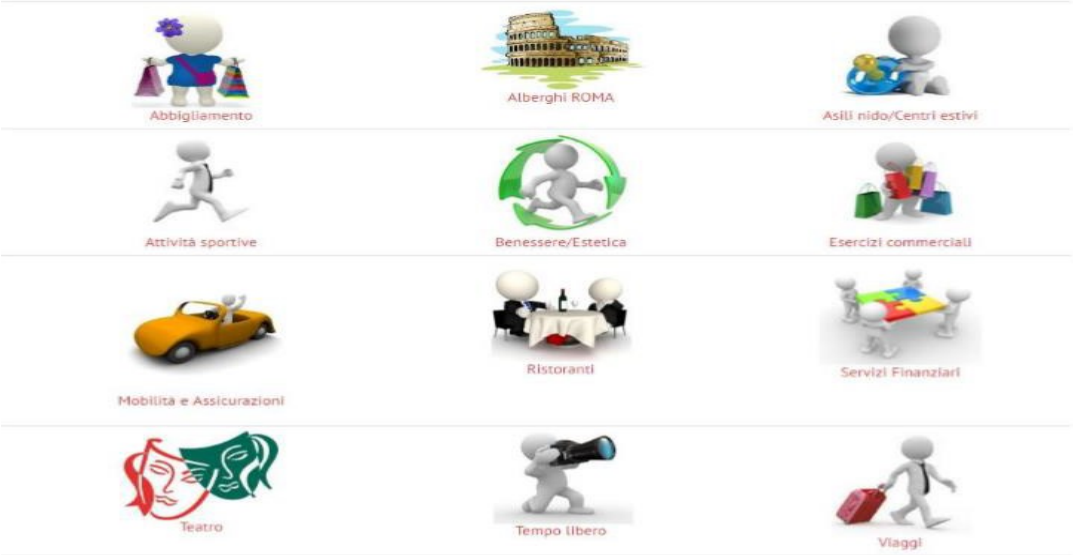
For information regarding student-specific regulations, please refer to the following web page: www.uniroma2.it> The Campus> Official School Bulletin> Regulations
where the following regulations are available:

- Charter of Student Rights of the Tor Vergata University of Rome
- Didactic regulations
- Guidance and tutoring regulations
- Regulations regarding student opinion
- Regulations concerning Alias careers
- Electoral regulations
- Regulations regarding the Equal Opportunities Committee
- Regulations regarding the application of disciplinary sanctions to students
- Regulations concerning the assignment and management of contributions aiming at the scientific-cultural initiatives submitted by students

8.13.10 - Facilitations

This university has selected a number of shops that offer instant discounts on your purchases. In addition to acting as support and sound help for employees,

students and their families, this initiative represents a symbol of the strength and unity of this university.



Clothing Sports activities Mobility + insurance Theatre	Hotels in Rome Welfare centres Restaurants Leisure time	Infant nurseries/summer schools Shopping Financial services Travel

For more information, consult http://agevola.uniroma2.it/